GO SEStran

South East of Scotland
Transport Partnership

# CHIEF OFFICERS LIAISON GROUP MEETING

**Room G23, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG**
**Wednesday 26th February 2020 – 2:00pm.**

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## AGENDA

1.     **WELCOME AND APOLOGIES FOR ABSENCE.**

2.     **MINUTES -** Chief Officers Liaison Group – 6th November 2019

3.     **FINANCIAL REPORTS –** by Iain Shaw
       (a) Revenue Budget 2020/21
       (b) Finance Officer's Report
       (c) Reserves Policy

4.     **DRAFT BUSINESS PLAN 2020/21** – Verbal update by Anna Herriman

5.     **PROJECTS UPDATE –** Report by Julie Vinders

6.     **RTS – MIR UPDATE –** Verbal update by Jim Stewart

7.     **LOW EMISSION ZONES –** Verbal update by Julie Vinders

8.     **RTPI –** Verbal update by Keith Fisken

9.     **BUS CONGESTION –** Verbal update by Jim Grieve

10.    **TRIPSHARE**– Verbal update by Jim Stewart

11.    **ECMA UPDATE –** Report by Jim Grieve

12.    **CONSULTATION RESPONSES**
       (a) LEZ National Regulations and Guidelines (for noting)
       (b) CEC City Mobility Plan (for noting)
       (c) Public Bodies Climate Change Duties
       (d) CEC Bus Lane Operational Hours

13.    **AOCB**

14.    **DATE OF NEXT MEETING**
       The date of the next meeting is **Wednesday 27th May 2020 at 2:00pm** in
       **Conference Room 2, Victoria Quay, Edinburgh, EH6 6QQ**

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Agenda's and papers for all SEStran meetings can be accessed on www.sestran.gov.uk

## Chief Officer Liaison Group Meeting
### 12:30pm, Wednesday 6th November 2019, City Chambers, Edinburgh

**Present:**

| | |
|---|---|
| Iain Shaw (IS) | City of Edinburgh Council |
| Lesley Deans (LD) | Clackmannanshire |
| Morag Haddow (MD) | East Lothian |
| Ken Gourlay (KG) | Fife |
| Jim Grieve (JG) (Chair) | SEStran |
| Hannah Markley (HM) (Minute taker) | SEStran |
| Jim Stewart (JS) | SEStran |
| Julie Vinders (JV) | SEStran |
| Graeme Malcolm (GM) | West Lothian |

**Apologies:**

| | |
|---|---|
| Peter Forsyth | East Lothian |
| Douglas Proudfoot | East Lothian |
| Kevin Collins | Falkirk |
| Graeme Johnstone | Scottish Borders |

| Ref. | | Actions |
|---|---|---|
| 1. | **Welcome and Apologies for Absence** | |
| | The Chair welcomed the Officers to the meeting and apologies were noted as above. | |
| 2. | **Minutes** | |
| | **Chief Officers Liaison Group (6th November 2019)**<br>Agreed as a correct record | |
| 3. | **Financial Reports** | |
| | IS gave a brief update about SEStran's budget proposals. A budget planning report will be presented to the next Partnership board, this will include a 3-year plan.<br><br>Core revenue budget – next year there is a change in employee costs. | |

| | | | |
|---|---|---|---|
| | Ian will circulate round the draft to chief officers. | | **IS** |
| **4.** | **Projects Update** | | |
| | JV presented a brief breakdown of some of SEStran's project outputs.<br><br>• *GO e-Bike*<br>The first four GO e-Bike hubs were launched in St Andrews, Buckhaven, West Lothian and Falkirk. SEStran has secured funding from the Low Carbon Travel and Transport (LCTT) fund to expand the GO e-Bike scheme through 6 further hubs.<br><br>• *Regional Cycle Network Grant Scheme*<br>The partnership continues between Sustrans Scotland and SEStran to deliver improvements to the cross-boundary utility routes.<br><br>SEStran Strategic Cycle Network Review is underway and is due to be completed for project commencement in November 2019. MG asked if there was an opportunity for a strategic bus network review since it would be a good opportunity through the STPR2 process.<br><br>• *Regional Active Travel Development Fund – Transport Scotland*<br>An online consultation for the Kirkcaldy to Buckhaven cross-boundary active travel route was closed on Friday 8<sup>th</sup> November 2019.<br><br>• *Sustainable and Active Travel Grant Scheme*<br>Queen Margaret University have received funding to update their Travel Plan. SEStran is expecting a final report in due course. LD also mentioned she will contact KF about the ReCYCLEd Signs.<br><br>• *Real Time Passenger Information (RTPI)*<br>The new Content Management System tender process has been completed by City of Edinburgh. SEStran will be working with the contractor with a completion date of March 2020.<br><br>• *Hate Crime Charter*<br>SEStran is involved in a working group with Transport Scotland, Police Scotland and Disability Equality Scotland, to develop a regional Hate Crime Charter for public transport. The Hate Crime Charter is currently being piloted.<br><br>• *Thistle Assistance Programme*<br>5 App developers presented their first phase findings on Friday 8<sup>th</sup> November. These findings were evaluated to determine if any have the potential to move to a Phase 2 public pilot.<br><br>SEStran has been working in partnership with Inclusion Scotland to provide an Internship to work on the Thistle Assistance programme for 20 weeks. | | **LD** |

- *SHARE-North*

SEStran looking to introduce Mobility Hubs with support from the European partners. A proposal was submitted to develop a Mobility Hub Strategy as part of the £10.3m LEZ support funding made available by Transport Scotland.

- *REGIO-Mob*

This project is coming in an end in March 2020. The results of the project were presented in Kozani at the last conference in October 2019.

A final projects report will be completed about the health benefits linked with GO e-Bike and the impact on health and well-being.

- *SURFLOGH*

SEStran have been working alongside Edinburgh Napier University Transport Institute (TRI), developing business models for urban freight hubs. The first stage of research has been completed.

- *BLING*

SEStran and the Design Informatics team at the University of Edinburgh are working closely together to create a blockchain application in transport environment and helping the University for research and developing a pilot.

- *PriMaaS*

SEStran have set up a Regional Stakeholder Group in January 2020, which will involve various MaaS stakeholders looking at mobility in the SEStran region. JV noted the Chief Officer members within councils are all welcome to come along. These meetings will look to integrate into SEStran forums in the future.

- *Electric Vehicle Strategy*

Chief Officer members identified that it would be useful to look at a practical guidance rather than a strategic guidance, but this is still to be reviewed.

LD mentioned that she is speaking to Transport Scotland about this (Graeme Campbell) and it might be worth-while speaking to them. KG also noted that it would be a good idea for a Local Authority to lead on an EV Strategy and the Scottish Government need to take more of a lead. LD highlighted that the price between an electric and petrol car is huge. LD also stated that charging infrastructure for on-street parking is a problem in the Clackmannanshire area. LD and MD will look at their electric vehicle strategy and cross reference.

Lastly, JV highlighted that all forum dates have been completed this year and a report will be put to the board to agree on 2020 meeting dates.

| 5. | **Low Emissions Zones** | |
|---|---|---|
| | JV presented an update on the Low Emission Zones (LEZ). Transport Scotland attended the previous Regional LEZ meeting which discussed exemptions on LEZ, penalty charges and the national communication strategy which will go out for consultation at end of year.<br><br>GM asked if there is an intention for national charges. JV stated there will be incremental charges. LD then asked if Transport Scotland have provided funding during operation hours for public transport as part of the LEZ and how would people access work without any public transport operating when the penalty charges are present.<br><br>JV mentioned that various grants and loans are available through Transport Scotland and through https://www.lowemissionzones.scot/. Over £10 million has been made available to local authorities and RTPs in 2018/2019 for additional measures to support the introduction of low emission zones.<br><br>SEStran submitted four bids to the £10 million fund; for ticketing machines in the borders, mobility hub strategy, update park and ride strategy and the demand responsive transport strategy.<br><br>JV will send round consultation issues before the next regional LEZ meeting in December 2019. JV also highlighted that specific elements of the consultation will be addressed during this meeting. | |
| 6. | **Regional Working Groups** | |
| | JS indicated that this item was to update officers on the two RTWG that relate to the SEStran area. The Edinburgh and South East Scotland Regional Transport Working Group (RTWG) is chaired by SEStran and a workshop to discuss Key Topics/Themes Emerging and TPO's had been held that morning with officers from the RTWG authorities. Further workshops will take place in the next few weeks. A similar approach is taking place with the RTWG Forth Valley Region Transport Working Group. Although they held their workshop to discuss Strategic Transport Projects Review Options in Stirling already and discussed and reached the draft Transport Planning Objectives (TPOs) | |
| 7. | **Tripshare** | |
| | JS stated the Tripshare contract is in place for next 12 months (30/09/2020). The main area that SEStran are interested in is with stats from a regional level.<br><br>Liftshare will be going out to local authorities. JS keen to know local authority active travel staff so we know the benefit at a regional level. JS will send a short survey note about some feedback. The first email to Chief Officers will be about who the contact is (active travel staff/ main | **JS** |

| | | |
|---|---|---|
| | leads) and what they've been doing in the past 12 months. MD mentioned Enterprise have been contacting Liftshare.<br><br>JS advised of the Car sharing scheme that was available through the Tripshare contract; Trip verification - verification of a trip for a car share pass for a designated car park space. JS stated that trip verification is available for other local authorities who are interested. | |
| **8.** | **Consultation Responses** | |
| | JS gave some background about the National Transport Strategy (NTS). The vision is underpinned by four priorities;<br><br>• Promotes equality<br>• Takes climate action<br>• Helps our economy prosper<br>• Improves our health and wellbeing<br><br>Consultation period is now complete. SEStran put a proposal to the board which identified 2 key issues; governance and investment hierarchy and sustainable transport hierarchy. The governance section was amended and approved by the board. JS will send this out to chief officers.<br><br>The next steps include; delivery plan, key areas to increase accountability, strengthening evidence, managing = demand for the strategy and identify a strategy delivery board. | **JS** |
| **11.** | **AOCB** | |
| | None | |
| **12.** | **Date of Next Meeting** | |
| | The date of the next meeting is tbc. | |

# Revenue Budget 2020/21

## 1. Introduction

**1.1** This report presents a revenue budget for 2020/21 for review by the Partnership's Chief Officer's Group.

**1.2** A revenue budget for 2020/21 will be presented to the Partnership Board for approval at its meeting on 20th March 2020, after review by the Partnership's Performance and Audit Committee on 6th March 2020.

## 2. Main Report

### Scottish Government Draft Budget 2020-21

**2.1** A one-year Draft Scottish Budget was announced on 6 February. The Draft Budget is currently subject to Parliamentary consideration, with a Stage 1 Parliamentary debate scheduled to take place on 27 February.

**2.2** Transport Scotland has advised revenue grant funding of £782,000 for 2020/21. This represents no change to the current year's grant. *[TO BE CONFIRMED]*

### Proposed Revenue Budget 2020/21

**2.3** Section 3 of the Transport (Scotland) Act 2005, as amended by the Section 122 of the Transport (Scotland) Act 2019 requires the constituent councils of a Regional Transport Partnership to meet the estimated net expenses of the Partnership. The Transport (Scotland) Act 2019 is anticipated to be enacted on 19 March 2020.

**2.4** A financial planning report was considered by the Partnership on 6th December 2019. The Partnership noted the financial planning assumptions being progressed for 2020 - 2023. These assumptions included no change from 2019/20 funding levels for constituent council requisitions and Scottish Government grant.

**2.5** A revenue budget with a standstill council requisition of £190,000 has been prepared in consultation with officers of the Partnership. Revenue budget lines have been updated to take account of known cost commitments and savings.

**2.6** There is no change to the core revenue budget assumptions reported to the Partnership on 6th December 2019. The assumptions are re-stated below, for clarity:

**2.6.1** an employee structure of 8.54fte – no change from the structure reported to Performance and Audit Committee on 17th February 2017;

**2.6.2** staff recharges to projects of £151,000;

**2.6.3**  pay award, estimated at 3% (£18,931) and pay increment provision (£5,853);

**2.6.4**  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.

**2.7**  Since the meeting of the Partnership on 6th December 2019, changes have been made to the proposed Projects budget, reflecting a re-prioritisation of project activity. Following consultation with the Partnership Director, additional budget provision is now proposed for Regional Transport Strategy development (£+11,000) and Sustainable Travel (£+27,000). Match funding for Low Carbon Travel and Transport Challenge Fund projects has been removed.

**2.8**  An analysis of the proposed core revenue budget for 2020/21 is shown in Appendix 1. Proposed Projects activity for 2020/21 is shown in Appendix 2.

**2.9**  Appendix 3 shows the profile of Core and Projects budget expenditure and income since 2011. External income of £602,000 is anticipated to fund 38% of proposed expenditure in 2020/21, with Scottish Government grant £782,000) funding 50% and Council contributions (£190,000) meeting 12% of 2020/21 expenditure.

**2.10**  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.

**2.11**  Based on these estimates, 2020/21 Council requisitions are shown in the table below:

| Council Note [1] | Requisition |
|---|---|
| Clackmannanshire | £6,116 |
| East Lothian | £12,589 |
| Edinburgh | £61,700 |
| Falkirk | £19,080 |
| Fife | £44,255 |
| Midlothian | £10,869 |
| Scottish Borders | £13,717 |
| West Lothian | £21,674 |
| **Total** | **£190,000** |

**2.12**  A risk assessment for 2020/21 is included at Appendix 4.

**Financial Planning 2021/22 and 2022/23**

**2.13**  The proposed revenue budget is for financial year 2020/21. Indicative financial plans are provided for the period 2021 – 2023.

**2.14**  Projections for the effect of anticipated pay awards and other inflationary assumptions for 2021- 2023 were included in the financial planning report to the Partnership of 6th December 2019.  At this stage, there are no changes to these projections. Financial planning for 2021 – 2023 continues to be based on the

[1] Council requisitions are split according to National Records of Scotland Mid-Year population estimates 2018

Partnership receiving annual stand-still Scottish Government and Council funding of £782,000 and £190,000 respectively.

**2.15**   Project forecasts for 2021/22 have been updated for Regional Transport Strategy development (£+5,000) and Sustainable Travel (£+33,000). Match funding for Low Carbon Travel and Transport Challenge Fund projects has been removed. There are no changes proposed to Project activity in 2022/23.

**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**         **Recommendation**

**3.1**     It is recommended that the Chief Officers Group note this report.

**4**         **Background Reading/External References**

**4.1**     [Financial Planning 2020/21 to 2022/23 – Partnership Board](#), 6th December 2019

**4.2**     [Partnership Staffing Update: Performance and Audit Committee](#), 17th February 2017

**Hugh Dunn**
Treasurer
26th February 2020

| **Appendix** | Appendix 1 – Proposed Core Revenue Budget 2020/21 |
|---|---|
| | Appendix 2 - Projects - Proposed Activity 2020-21 |
| | Appendix 3 - SEStran Budget 2011/12 – 2020/21 |
| | Appendix 4 - Risk Assessment 2020/21 |
| | Appendix 5 - Indicative Financial Plan 2021/22 – 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. |

**Proposed 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**

| Service | 2019/20 Net Expenditure £'000 | 2020-21 Gross Expenditure £'000 | 2020-21 Income £'000 | 2020-21 Net Expenditure £'000 | Activity |
|---|---|---|---|---|---|
| Sustainable Travel | 131 | 40 | 0 | 40 | |
| 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 | 0 | 0 | 0 | |
| RTS Development | 65 | 141 | 0 | 141 | 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** | **993** | **602** | **391** | |

**SEStran Budget 2011/12 – 2019/20 and 2020/21**                                   **Appendix 3**

| | 11/12 £'000 | 12/13 £'000 | 13/14 £'000 | 14/15 £'000 | 15/16 £'000 | 16/17 £'000 | 17/18 £'000 | 18/19 £'000 | 19/20 £'000 | 20/21 £'000 |
|---|---|---|---|---|---|---|---|---|---|---|
| Core | 467 | 461 | 463 | 465 | 550 | 551 | 478 | 531 | 584 | 581 |
| Projects | 841 | 757 | 552 | 1,076 | 2,384 | 725 | 510 | 614 | 590 | 943 |
| RTPI | 110 | 117 | 222 | 286 | 230 | 344 | 339 | 108 | 100 | 50 |
| | | | | | | | | | | |
| **Total Budget** | **1,418** | **1,335** | **1,237** | **1,827** | **3,164** | **1,620** | **1,327** | **1,253** | **1,274** | **1,574** |
| **External Funding** | | | | | | | | | | |
| EU Grants | 313 | 245 | 146 | 233 | 131 | 152 | 95 | 139 | 82 | 142 |
| Urban Cycle Network | 50 | 50 | 50 | 100 | 100 | 100 | 100 | 100 | 200 | 100 |
| Active Travel Fund | | | | | | | | | | 200 |
| Local Rail Development Fund | | | | | | | | | | 150 |
| RTPI | | | | | 141 | 138 | 173 | 160 | 42 | 20 | 10 |
| Rail Station Development | | | | | | 800 | 200 | | | |
| One Ticket | | 10 | 11 | 13 | 13 | 13 | | | | |
| SESPlan | 48 | 48 | 48 | 12 | | | | | | |
| Bus Investment Fund | 0 | 0 | 0 | 346 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| **Total External Funding** | **411** | **353** | **255** | **845** | **2,182** | **638** | **355** | **281** | **302** | **602** |
| 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** | **1,418** | **1,335** | **1,237** | **1,827** | **3,164** | **1,620** | **1,327** | **1,253** | **1,274** | **1,574** |

| Risk Description | Existing Controls |
|---|---|
| **Pay awards**<br>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. | Alignment with Scottish Local Government pay award. |
| **Staff recharges – Externally Funded Projects**<br>The proposed budget assumes that £151,000 of staff time can be recharged to externally funded projects. There is a risk this may not be achievable. | Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure. |
| **Inflation**<br>There is a risk that the proposed budget does not adequately cover price inflation and increasing demand for services. | Allowance made for specific price inflation. Budgets adjusted in line with current cost forecasts. |
| **Delays in payment of grant funding -** results in additional short-term borrowing costs. | SEStran grant claims for all projects, including EU funded projects are submitted in compliance with requirements of grant funders processes to ensure minimal delay in payment.<br>Ongoing monitoring of cash flow is undertaken to manage exposure to additional short-term borrowing costs. |
| **Pension Fund Contributions**<br>The deficit on the staff pension fund could lead to increases in the employer's pension contribution.<br><br>The impact of any future legislation changes to public sector pension schemes, following the outcome of the 'McCloud Judgement' may lead to an increase in employer contribution rates. | Following Lothian Pension Fund's Triennial Actuarial Review in 2017, Partnership contribution rates are confirmed to 2020/21. |
| **Funding Reductions**<br>Reduction in funding from Scottish Government and/or council requisitions.<br><br>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. | Continue to seek to source external funding.<br><br>Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources. |

| | 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 | 40 | 40 | 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 | 0 | 0 | 0 | |
| RTS Development | 141 | 118 | 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 2023 |
| Connect | 48 | 48 | 0 | Ends March 2022 |
| *Local Rail Development Fund* | | | | |
| Leith Docks | 150 | 0 | 0 | |
| **Total Projects** | **993** | **754** | **572** | |
| **TOTAL EXPENDITURE** | **1,574** | **1,390** | **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 | 0 | 0 | 0 | |
| EU Grant Income | (142) | (113) | (22) | |
| RTPI – Screens | (10) | (5) | 0 | |
| **TOTAL INCOME** | **( 1,574)** | **(1,390)** | **(1,294)** | |
| | | | | |
| *Balance* | *0* | *0* | *0* | |

**Finance Officer's report**

1. **Introduction**

1.1 This report presents the third 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. This report presents an analysis of financial performance to the end of January 2020.

1.2 The Partnership's Core and Projects budgets for 2019/20 were approved by the Partnership on 22nd March 2019.

2. **Core Budget**

2.1 The Core budget provides for the day-to-day running costs of the Partnership and includes employee costs, premises costs and supplies and services. The Partnership approved net expenditure of £584,000 on 22nd March 2019. Details of the Partnership's Core budget is provided in Appendix 1.

2.2 Cumulative expenditure for the ten months to 31st January 2020 was £416,000. This is within the Core budget resources available for the period.

2.3 All estimates have been updated to reflect current expenditure commitments. At the end of January 2020, it is projected that expenditure for the year will be under spent by £60,000 due to a vacancy in the employee establishment earlier in the year, together with underspends on conference and training and communications and computing budgets. Other core expenditure is anticipated to be incurred in line with budget in 2019/20.

**Projects Budget**

2.4 The approved Projects budget is detailed in Appendix 2. The Partnership approved net Projects expenditure of £388,000 on 22nd March 2019. Project Update reports to each meeting of the Partnership Board throughout 2019/20 have provided progress updates on delivery of all Projects.

2.5 Net expenditure to 31st January 2019 was £293,000.

2.6 Net expenditure on the Projects budget is forecast to be £6,000 in excess of budget at the year-end, mainly due to increased investment in Sustainable Travel projects. Income recoveries of £140,000 are anticipated by year-end from the Low Carbon Travel and Transport Challenge Fund for the Go e-Bike project. The forecast Projects budget overspend will be offset by the forecast underspend on the Core revenue budget.

2.7 At its meeting on 27nd September 2019, the Partnership approved the 2018/19 budget under spend of £40,000 to be allocated to Sustainable and

Active Travel projects in 2019/20. It is anticipated these funds will be fully spent in 2019/20. This is reflected in the Projects budget forecast.

**Cash Flow**

**2.8** As previously noted at Partnership meetings, the Partnership maintains its bank account as part of the City of Edinburgh Council's group of bank accounts. Cash balances are effectively lent to the Council and are offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Partnership. Interest is given on month end net indebtedness balances between the Council and the Partnership.

An update of month-end balances is shown in the following table:

| Date | Balance due to SEStran(+ve) /due by SEStran (-ve) |
|---|---|
| | £ |
| 30 April 2019 | +£89,594 |
| 31 May 2019 | +£147,663 |
| 30 June 2019 | -£417,601 |
| 31 July 2019 | +£91,664 |
| 31 August 2019 | +£101,801 |
| 30 September 2019 | +£190,772 |
| 31 October 2019 | +£45,162 |
| 30 November 2019 | +£102,436 |
| 31 December 2019 | +£194,183 |
| 31 January 2020 | +£72,646 |

**2.9** Interest is charged/paid on the month end net indebtedness balances between the Council and the Partnership. Interest will be calculated in March 2020.

**2.10** The positive cash flow is attributable to funding received from Scottish Government grant and Council requisitions.

**3    Recommendations**
It is recommended that the Chief Officers Group note:

**3.1** the forecast underspend of £60,000 on the core revenue budget and

**3.2** the forecast overspend of £6,000 on the Projects budget; this due to Sustainable Travel project investment;

**3.3** the additional Project costs will be fully offset by the underspend on the core revenue budget;

**3.4** subject to approval by the Partnership of a Reserves Policy and following establishment of the final audited outturn, any year-end balances will be reviewed in the context of the Partnership's Reserves Policy.

**Hugh Dunn**
Treasurer
26th February 2020

**Appendix**   Appendix 1 – Core Budget Statement at 31st January 2020
Appendix 2 – Projects Budget as at 31st January 2020

**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 as a result of this report. |
| 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. |

**Core Budget 2019/20 – as at 31st January 2020**                                         **Appendix 1**

| | Annual Budget £'000 | Period Budget £'000 | Period Actual £'000 | Annual Forecast £'000 | Forecast Variance £'000 |
|---|---|---|---|---|---|
| **Employee Costs** | | | | | |
| Salaries | 365 | 304 | 281 | 345 | (20) |
| National Insurance | 41 | 34 | 33 | 40 | (1) |
| Pension Fund | 87 | 72 | 57 | 66 | (21) |
| Recharges – Projects | (132) | (83) | (84) | (132) | 0 |
| Training & Conferences | 10 | 8 | 3 | 5 | (5) |
| Interviews & Advertising | 2 | 2 | 0 | 0 | (2) |
| | **373** | **337** | **290** | **324** | **(49)** |
| **Premises Costs** | | | | | |
| Office Accommodation | 16 | 16 | 16 | 16 | 0 |
| | **16** | **16** | **16** | **16** | **0** |
| **Transport** | | | | | |
| Staff Travel | **9** | **7** | **6** | **9** | **0** |
| | | | | | |
| **Supplies and Services** | | | | | |
| Marketing | 20 | 17 | 3 | 20 | 0 |
| Communications & Computing | 48 | 41 | 31 | 39 | (9) |
| Hosted Service - Routewise | 42 | 42 | 43 | 43 | 1 |
| Printing, Stationery & General Office Supplies | 6 | 5 | 5 | 6 | 0 |
| Insurance | 4 | 4 | 6 | 6 | 2 |
| Equipment, Furniture & Materials | 1 | 1 | 0 | 0 | (1) |
| Miscellaneous Expenses | 4 | 3 | 4 | 5 | 1 |
| | **125** | **113** | **92** | **119** | **(6)** |
| **Support Services** | | | | | |
| Finance | 30 | 0 | 2 | 30 | 0 |
| Legal Services / HR | 7 | 0 | 5 | 7 | 0 |
| | **37** | **0** | **7** | **37** | **0** |
| **Corporate & Democratic** | | | | | |
| Clerks Fees | 12 | 0 | 0 | 12 | 0 |
| External Audit Fees | 11 | 4 | 5 | 11 | 0 |
| Members Allowances and Expenses | 1 | 1 | 0 | 0 | (1) |
| | **24** | **5** | **5** | **23** | **(1)** |
| | | | | | |
| **Total Expenditure** | **584** | **478** | **416** | **528** | **(56)** |
| | | | | | |
| **Funding:** | | | | | |
| Scottish Government Grant | (394) | (341) | (341) | (394) | 0 |
| Council Requisitions | (190) | (190) | (190) | (190) | 0 |
| Other | 0 | 0 | (1) | (4) | (4) |
| **Total Funding** | **(584)** | **(531)** | **(532)** | **(588)** | **(4)** |
| | | | | | |
| **Net Expenditure/ (Income)** | **0** | **(57)** | **(116)** | **(60)** | **(60)** |

**Projects Budget 2019/20 - as at 31st January 2020**                                    **Appendix 2**

| | Budget 2019/20 | EU /Other Grant | Net Expenditure Budget | Net Spend to 31 January 20 | Forecast | Forecast Variance |
|---|---|---|---|---|---|---|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| **EU Projects** | | | | | | |
| Share-north | 46 | (23) | 23 | 10 | 12 | (11) |
| Regio-mob | 18 | (15) | 3 | 12 | 12 | 9 |
| Surflogh | 52 | (26) | 26 | 25 | 29 | 3 |
| Bling | 36 | (18) | 18 | 14 | 17 | (1) |
| Primaas | 0 | 0 | 0 | 2 | 2 | 2 |
| **Total EU Projects** | **152** | **(82)** | **70** | **63** | **72** | **2** |
| | | | | | | |
| **RTPI** | | | | | | |
| Maintenance | 60 | 0 | 60 | 0 | 52 | (8) |
| Development | 40 | 0 | 40 | 14 | 14 | (26) |
| Income-screens | | (20) | (20) | 0 | 0 | 20 |
| **Total – RTPI** | **100** | **(20)** | **80** | **14** | **66** | **(14)** |
| | | | | | | |
| Active Travel Fund | 0 | 0 | 0 | 29 | 0 | 0 |
| | | | | | | |
| LEZ Support Fund | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| Regional Transport Strategy | 65 | 0 | 65 | 0 | 50 | (15) |
| | | | | | | |
| Sustainable Travel: | 131 | 0 | 131 | | | (131) |
| - GO e-Bike | | | | 94 | 94 | 94 |
| - Other | | | | 56 | 81 | 81 |
| | | | | | | |
| Urban Cycle Networks | 232 | (200) | 32 | 53 | 22 | (10) |
| | | | | | | |
| Equalities Action Forum | 10 | 0 | 10 | 9 | 9 | (1) |
| | | | | | | |
| Thistle Assistance | 0 | 0 | 0 | (25) | 0 | 0 |
| | | | | | | |
| **Total** | **690** | **(302)** | **388** | **293** | **394** | **6** |

# Reserves Policy

## 1.    Introduction

**1.1**    The Scottish Government has advised that the Transport (Scotland) Act 2019 is to be enacted on 19 March 2020. The Partnership is recommended to approve a Reserves Policy, given the amendments to Regional Transport Partnerships powers included in the Act.

**1.2**    This report is prepared for review by the Partnership's Chief Officers Group. A Reserves Policy will be presented to the Performance and Audit Committee for its review and to the Partnership Board for approval at its meeting on 20th March 2020.

## 2.    Main Report

**2.1**    The Partnership's functions are determined by the Transport (Scotland) Act 2005.  A technical bulletin issued by Audit Scotland in June 2007 indicated that the Transport (Scotland) Act 2005 does not permit Regional Transport Partnership's (RTP's), to generate a surplus or deficit on the General Fund and hence to add to reserves.

**2.2**    This anomaly in the Transport (Scotland) Act 2005 has now been rectified by the Transport (Scotland) Act 2019. RTP's can now hold and contribute to a General Fund reserve.

**2.3**    The Chartered Institute of Public Finance and Accountancy (CIPFA) Local Authority Accounting Panel (LAAAP) Bulletin 99, Local Authority Reserves and Balances, issued in July 2014 provides accounting guidance.

**2.4**    Reserves can be held for three main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;

- A contingency to cushion the impact of unexpected events and emergencies;

- A means of building up funds to meet known or predicted liabilities, for example, costs of voluntary early release schemes.

**2.5**    The Local Authority Accounting Panel consider that local authorities (including Joint Boards) should establish reserves and that the level of those reserves should be based on the advice of their chief finance officers (the Treasurer). RTP's should make their own judgements on such matters, considering all the relevant local circumstances. Such circumstances within RTP's will be unique and vary between each RTP, dependant on business needs and risk factors.

**2.6** In order to assess the adequacy of the unallocated General Fund reserve, it is necessary to take account of the strategic, operational and financial risks facing the Partnership. The assessment should take account of controls in place to manage identified risks together with the overall financial standing of the Partnership and general arrangements to support effective financial risk management. The financial and operational risks facing the Partnership are detailed in the Revenue Budget 2020/21 report elsewhere on this agenda. These are summarised below and re-stated at Appendix 2.

- pay award uplift in excess of budget provision;

- under-recovery of staff recharges from externally-funded projects;

- inflation in excess of budget provision;

- delays in payment of grant funding;

- increase in Pension Fund contributions;

- reduction in funding.

**2.7** Since its establishment as a statutory body in 2006, the Partnership has achieved a financial outturn within the approved budget in each financial year. Where underspends have occurred, constituent councils have approved such underspends be applied to deliver planned projects in the following financial year.

**Proposed Reserves Policy**

**2.8** Based on the risks described in paragraph 2.6 and at Appendix 2 and the Partnership's record of financial management, it is recommended that the Partnership approves an initial Reserve Policy as follows:

- Maintain a minimum general reserve level of 5% of the approved annual core revenue budget, to mitigate core revenue budget risks; specifically to provide a contingency to cushion the impact of unexpected financial events;

- Where slippage occurs on revenue projects, which are included in the approved annual revenue Projects budget, retain within the General Fund reserve an earmarked balance of the underspent Project budget.

- Reserve balances must be reported and reviewed annually as part of the Partnership's budget setting process. Where any amendments are proposed to be made to reserves or new reserves created during the year, a report must be prepared for the Partnership.

**2.9** Based on a core revenue budget for 2020/21 of £581,000 proposed in the Revenue Budget 2020/21 report elsewhere on this agenda, the minimum unallocated general reserve would be £29,000.

**2.10** It is recommended that the Partnership works towards establishing an unallocated general fund reserve of £29,000, initially through establishment and review of the 2019/20 year-end position.

**2.11** The proposed Reserves Policy is appended to this report at appendix 1 and covers 4 main areas: -

- the statutory parameters and professional guidance underpinning the Reserves Policy;

- the reserves held by the Partnership;

- the governance proposals for managing the reserves; and

- the arrangements for review of the Reserves Policy,

**Other Reserves**

**2.12** Other reserves held on the Partnership Balance Sheet, which are not covered by the Reserves Policy are unusable reserves and the Capital Grants Unapplied Account. These unusable reserves reflect the requirements of the Code of Practice of Local Authority Accounting in the United Kingdom. The breakdown of these balances is detailed below:

| Unusable Reserves | 2018/19 (£000's) | Detail |
|---|---|---|
| Capital Adjustment Account | 352 | Non-cash reserve, that absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. |
| Revaluation Reserve | 0 | Non-cash reserve, which accounts for any gains and losses made when revaluing its property, plant and equipment and intangible assets. |
| Pensions Reserve | (867) | Non-cash reserve, which absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. |
| Accumulated Absences Account | (6) | Non-cash reserve, which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave entitlement carried forward at 31 March). |
| **Total Unusable** | **(521)** | |

**2.13** The Capital Grants Unapplied Account is comprised of capital grants received, but not yet utilised. The Partnership had no Unapplied Capital Grants at 31st March 2019.

**3      Recommendation**

**3.1** It is recommended that the Chief Officers Group note this report.

## 4 Background Reading/External References

**4.1** [Local Authority Reserves and Balances (LAAP Bulletin 99) CIPFA Local Authority Accounting Panel, July 2014](#)

**Hugh Dunn**
Treasurer
26th February 2020

| **Appendix** | Appendix 1 – Reserves Policy |
| | Appendix 2 – Risk Assessment |
| **Contact** | [iain.shaw@edinburgh.gov.uk](mailto:iain.shaw@edinburgh.gov.uk) |

| | |
|---|---|
| Policy Implications | The proposed Reserves Policy is detailed at Appendix 1. |
| Financial Implications | Following implementation of the Transport (Scotland) Act 2019, the Partnership has powers to establish a usable General Fund reserve. |
| 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. |

**South East Scotland Transport Partnership (SEStran) - Reserves Policy**

### 1. Introduction

1.1 It is best practice that the Partnership has a documented and approved Reserves Policy.

1.2 Local Authority Accounting Practice (LAAP) Bulletin 99 published in July 2014 provides advice from the Chartered Institute of Public Finance and Accountancy (CIPFA) in respect of Local Authority Reserves and Balances. This guidance applies to the Partnership.

1.3 This Policy reflects the key messages from the LAAP Bulletin and also outlines the practical application.

### 2. LAAP Bulletin 99 – Main Messages

2.1 In Scotland there are explicit statutory powers under Schedule 3 of the Local Government (Scotland) Act 1975 permitting Local Authorities to maintain a General Fund Reserve. These powers extend to the Partnership.

2.2 Within the General Fund Reserve, organisations are allowed to create specific funds earmarked for specific purposes, which are called earmarked reserves.

2.3 It is the duty of the Chief Finance Officer (Treasurer) to report on the robustness of estimates and adequacy of reserves as part of their statutory duty. This requirement also needs to take account of the requirements of CIPFA's Prudential Code in respect of affordability when making recommendations about any Capital Programme plans.

2.4 The LAAP Bulletin makes it clear it is not the responsibility of External Auditors to prescribe the optimum or minimum level of reserves for organisations.

2.5 Whilst not prescribing a generally acceptable minimal level of reserves the LAAP Bulletin makes it clear that reserves should not be held without a clear purpose. This purpose however does include "a contingency to cushion the impact of unexpected events or emergencies".

2.6 In the case of Earmarked Reserves there should be a clear protocol setting out the purpose of the reserve, how and when the reserve can be used and a process for review of the reserve to ensure continuing relevance and adequacy.

2.7 The LAAP Bulletin concludes that "it is not normally prudent for reserves to be deployed to finance recurrent expenditure" and "where such action is taken it should be made explicit and an explanation given as to how such expenditure will be funded in the medium to long term".

### 3 General Fund Reserve Operated by the Partnership

3.1 The General Fund Reserve is split between earmarked and non-earmarked reserves. As the name suggests the earmarked reserves are held for a specific purpose, but there is no restriction on whether the funds are spent on capital or revenue. The non-earmarked reserve is the Partnership's true general reserve

and is held as an organisational contingency.  The Partnership's non-earmarked reserve is targeted to be held at 5% of approved core revenue budget expenditure.

## 4.    Governance of Reserves

4.1    It is important that there is clarity on the rules and responsibilities in respect of the governance of the Partnership's Reserves.  The governance arrangements are:

4.1.1   Balances – The non-earmarked General Fund balance will be held at a minimum of 5% of approved core budget expenditure.  Earmarked General Fund balances to be held at approved levels varied for any draws and additions.  Balances will be reviewed annually as part of the budget setting process.

4.1.2   Creation – With the exception of earmarked General Fund reserves all other reserves are statutory.  The creation of a new earmarked reserve requires the approval of the Partnership.  As a minimum a request to create a new earmarked reserve must include: -
- a description of what the reserve is for;
- the reason that the reserve is required;
- the amount of reserve that is required;
- timescales for the utilisation of the reserve; and
- how the reserve will be funded.

4.1.3   Additions – Where an addition to reserves is planned as part of the budget setting process it must be approved by the Partnership.  In year additions to reserves must be approved by the Partnership.

4.1.4   Draws – The utilisation of reserves must be approved by the Partnership as part of the Capital or Revenue budget process.  Where the need to utilise a reserve arises in year it must be approved by the Partnership.

4.1.5   Reporting / Review – Reserve balance must be reported / reviewed annually as part of the Partnership's budget setting process.  Where any amendments are being made to reserves or new reserves created during the year, a report to the Partnership must include details of all current reserve balances held.

Unapplied Capital Grants are excluded from the above governance arrangements as, although a cash reserve, the fund is simply utilised to account for capital grants between financial years.

## 5.    Review

The Reserves Policy requires to be reviewed and approved by the Partnership within a three-year period of previous approval.  The Partnership Director may review the Reserves Policy at any time where a change in the external or internal environment has had or is going to have a significant impact on the policy.  Any changes to the Policy must be approved by the Partnership.

| Risk Description | Existing Controls |
|---|---|
| **Pay awards**<br>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. | Alignment with Scottish Local Government pay award. |
| **Staff recharges – Externally Funded Projects**<br>The proposed budget assumes that £151,000 of staff time can be recharged to externally funded projects. There is a risk this may not be achievable. | Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure. |
| **Inflation**<br>There is a risk that the proposed budget does not adequately cover price inflation and increasing demand for services. | Allowance made for specific price inflation. Budgets adjusted in line with current cost forecasts. |
| **Delays in payment of grant funding -** results in additional short-term borrowing costs. | SEStran grant claims for all projects, including EU funded projects are submitted in compliance with requirements of grant funders processes to ensure minimal delay in payment.<br>Ongoing monitoring of cash flow is undertaken to manage exposure to additional short-term borrowing costs. |
| **Pension Fund Contributions**<br>The deficit on the staff pension fund could lead to increases in the employer's pension contribution.<br><br>The impact of any future legislation changes to public sector pension schemes, following the outcome of the 'McCloud Judgement' may lead to an increase in employer contribution rates. | Following Lothian Pension Fund's Triennial Actuarial Review in 2017, Partnership contribution rates are confirmed to 2020/21. |
| **Funding Reductions**<br>Reduction in funding from Scottish Government and/or council requisitions.<br><br>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. | Continue to seek to source external funding.<br><br>Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources. |

**SEStran**

# Business Plan DRAFT

**2020/21**

**January 2020**

# Foreword

The South East of Scotland Transport Partnership (SEStran) is the statutory Regional Transport Partnership for the South East of Scotland. It encompasses eight local authorities: The City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, the Scottish Borders and West Lothian.

Within the SEStran area there are diverse transport challenges, ranging from urban congestion to rural public transport and declining bus patronage, and from the need to deliver more integrated mobility, to sustainable logistics and freight hubs. The region is highly diverse from both a geographic and socio-economic perspective; the area has a wide range of urban and rural environments, and while Edinburgh is at the centre of the region's rapidly growing economy and the opportunities this brings, other communities in the region are affected by serious social and economic deprivation, further impacted by limited access to sustainable and affordable travel choices. Projected increases in population and households will put additional pressures on the transport system and integrated land use and transport planning will be essential if increased car dependency is to be avoided.

NTS 2 (the review of Scotland's National Transport Strategy) was presented to Scottish Parliament on 5 February 2020. The Scottish Government's vision is to have a sustainable, inclusive, safe and accessible transport system helping deliver a healthier, fairer and more prosperous Scotland for communities, businesses and visitors which will reduce inequalities, take climate action, help deliver inclusive economic growth and improve health and wellbeing. I am pleased to say that I represented the Regional Transport Partnerships on the Strategy Board, chaired by the Cabinet Secretary, and I am very happy to have been associated with the new strategy.

Linked to NTS2 is STPR2 (Second Strategic Transport Projects Review) being taken forward by Transport Scotland. Three STPR regional areas exist across the SEStran geography, with SEStran attending the Regional Transport Working Groups established for each STPR2 area, and chairing the Regional Transport Working Group encompassed by the Edinburgh and South East Scotland city deal geography. Ultimately, the STPR process will identify a series of interventions consistent with the aims of NTS2 to be delivered at national, regional and local levels over the next 20 years. We look forward to appropriate regional interventions being identified, through the Working Groups, later this year.

There is an ever-increasing focus on the climate crisis we are currently facing and working towards a net zero carbon future will be a major influence on transport and its infrastructure in the future. It is of note that this country is hosting the next international climate change conference ("COP26"), in November this year and therefore we can expect a great deal of attention being focussed on this country and what we are doing to help address the climate situation, particularly in respect of transport.

SEStran is now in the process of preparing a new Regional Transport Strategy (RTS) which will reflect the vision and aims of NTS 2 and will also take into account the rapid economic growth taking place in the south east region, and respond to initiatives being pursued by our partner councils, such as Edinburgh's proposed Low Emission Zone. The initial stage A "Main Issues Report", currently under preparation, will provide the basis for more detailed work in the financial year 2020/21.

The longer-term future of regional governance remains under consideration by Transport Scotland and the Scottish Government. Scotland's seven RTPs will continue to support the case for statutory Regional Partnerships with the potential to augment current transport functions with planning and economic development expertise, as an efficient way to develop holistic regional strategies and visions – such as new Regional Spatial Strategies which have been introduced under the new Planning (Scotland) Act 2019. It is my firm belief that it is only by taking this more coordinated, statutory regional approach that the aims of NTS2 and the new RTS will be delivered. It is also my view that SEStran may need to again review and assess its arrangement and RTP model, to take a more effective role in working with bus companies to make a real contribution to our most disadvantaged communities, and towards reversing declining patronage and in so doing helping to deliver NTS2.

SEStran continues to be very much involved in EU projects, with six currently underway; most of which will continue beyond the EU exit transition period. SURFLOGH, a project that has trialled sustainable freight hub and last mile delivery, will hold its final conference in Belgium later this year. All of SEStran's current EU projects are very relevant to the NTS2 and to the new Regional Transport Strategy and will provide valuable knowledge to assist all SEStran partners in the future. In the meantime, and certainly during the transition period, SEStran will continue to pursue partnerships and applications towards any relevant EU projects and will look to future arrangements to succeed those currently in place, to enable continued partnership working with the EU.

A range of active travel projects will continue into the coming year, including work with Sustrans Scotland and for Transport Scotland's Active Travel Team, in addition to funding the delivery of new e-bike hubs in the region, through the Low Carbon Travel and Transport fund (LCTT)

There is great deal to take up SEStran's attention this coming year, with all of the policy development taking place (NTS2, STPR2, NPF4, etc.). SEStran plays a key role in all of these, and this is in addition to significant project work and strategy development to be progressed over the year. As ever, though, I am confident that our officials will succeed in their many aims and I am therefore delighted to present our Business Plan for 2020/21.

Councillor Gordon Edgar

Chair of the South East of Scotland Transport Partnership

# Contents

# 1. Introduction

SEStran presents its 2020/21 Business Plan, which outlines the plans for the next twelve months to deliver the vision:

*The South East of Scotland is a dynamic and growing area which aspires to become one of Northern Europe's leading economic regions. Essential to this aspiration is the development of a transport system that enables the economy to function effectively, allows all groups in society to share in the region's success through high quality access to services and opportunities, respects the environment, and contributes to a healthier population.*

In 2020/21, SEStran will work across its five established core strategic themes to deliver on its vision.

**Five core strategic themes:**

- **Economy** – To ensure transport facilitates economic growth, regional prosperity and vitality in a sustainable manner
- **Accessibility** – To improve accessibility for those with limited transport choice, mobility difficulties, or no access to a car
- **Environment** – To ensure that development is achieved in an environmentally sustainable manner
- **Safety and health** – To promote a healthier and more active SEStran area population
- **Governance** – To continually improve performance to achieve greater efficiency and effectiveness in SEStran service delivery

SEStran's first four established strategic themes fully align with the four priorities agreed in Scotland's new National Transport Strategy:

- reduce inequalities
- take climate action
- help deliver inclusive economic growth
- improve our health and wellbeing

## 2. Strategic Objectives

### Economy
*To ensure transport facilitates economic growth, regional prosperity and vitality in a sustainable manner*

- To maintain and improve access to the labour market and key business locations, particularly by sustainable travel modes - public transport and active travel;
- To maintain and improve connectivity to the rest of Scotland, the UK and beyond;
- To guide and support other strategies with a transport dimension, particularly land-use planning and economic development;
- To reduce the negative impacts of congestion, by supporting interventions that improve journey time reliability for passengers and freight

### Accessibility
*To improve accessibility for those with limited transport choice, mobility difficulties, or no access to a car*

- To improve access to employment and health facilities for all, through safe, affordable and sustainable travel options including active and public and shared modes of travel when
- To improve access to other services, such as retailing, leisure/social and education;
- To influence decisions on the provision of public transport to make it more affordable

### Environment
*To ensure that development is achieved in an environmentally sustainable manner*

- To ensure SEStran contributes to achieving Scotland's target of 'net zero' carbon emissions by 2045, and meet intervening targets, and UK obligations regarding greenhouse gas emissions;
- To minimise the negative impacts of transport on natural and cultural resources;
- To promote more sustainable travel;
- To reduce the need for travel;
- To increase transport choices, reducing dependency on private cars;
- To reduce car dependency for commuting purposes, particularly single occupancy cars

### Safety and Health
*To promote a healthier and more active SEStran area population*

- To increase the proportion of trips by foot/bicycle;
- To meet or improve all statutory air quality requirements;
- To improve road safety and personal security, particularly regarding active travel and public transport;
- To reduce the impacts of transport noise

### Governance
*To continually improve performance to achieve greater efficiency and effectiveness in SEStran service delivery*

- To deliver best value and promote partnership working;
- To seek to reduce our carbon emissions & positively influence other regional stakeholders;
- To deliver robust data governance and practice;
- To promote the delivery, monitoring and maintstreaming of our Equality Outcomes;
- To explore and assess the potential benefits of other RTP operating models to deliver better bus / public transport services in the region.

## 3. Strategy

# Regional Transport Strategy

As a Statutory Partnership of eight local authorities, SEStran has a duty to produce, and then review, its Regional Transport Strategy, to which local or sub-regional plans and strategies should align to the best of their abilities.

Since the existing RTS was refreshed in 2016, key new Scottish legislation and national policies have been agreed, that directly affect regional land use planning and transport planning.

The region is also in a period of significant change, with investment and economic growth, expanding new housing and an increasing population. At least six new decision-making bodies exist across the region, designed to drive forward sub-regional economic growth plans, and develop regional spatial strategies. This adds to a clearly very complex picture.

While a number of new, major transport interventions in the region have brought benefits to many communities and areas of employment, the speed of growth has also made some of the region's existing issues, like limited public transport capacity, or road congestion, worse. Many rural communities remain unable to access affordable, sustainable and reliable travel options which cannot be delivered by one local authority alone.

A new Regional Transport Strategy will therefore be developed over 2020/21, to provide a clear, ambitious framework to which all related sub-regional and local plans and decisions can align (if they will impact on the way people and goods move around).

A Main Issues Report will be completed by early April 2020, establishing the case for the development of the new Regional Transport Strategy.

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*Objectives:*
- Contribute to the four new priorities of the National Transport Strategy.
- Articulate an ambitious regional strategy to which all sub-regional and local plans and strategies can align.

*Plans for 2020/21:*
- SEStran will commission suitably qualified consultants to commence development of the new Regional Transport Strategy, ensuring appropriate levels of engagement, appraisal and consultation are built into the process.
- SEStran will review the existing Regional Transport Strategy as part of the RTS development.
- SEStran will engage and involve all eight partner Councils in the development of the RTS, with regular progress updates provided to the SEStran Board.

## 4. Planned activities 2020/21

## 4.1 Current programmes and projects

### GO e-Bike

Following its launch GO e-Bike has created hubs across the SEStran region covering all eight partner local authorities. Through the successful bid to Low Carbon Transport & Travel funding, the scheme expanded through 2019. The aim is to increase usage and awareness of power-assisted cycling across the South East of Scotland. GO e-Bike now has ten different e-bike hubs, in Fife (Transition St Andrews) and Buckhaven (CLEAR), West Lothian (West Lothian Bike Library), Falkirk and Clackmannanshire (Forth Bike Scheme), Scottish Borders (Tweeddale Youth Action), East Lothian and Midlothian and Edinburgh (Social Bite Village).

*Objectives:*
- Promote more active and healthier lifestyles by increasing usage and awareness of power-assisted cycling.
- Reduce road congestion and transport emissions.
- Increase accessibility of active travel by introducing e-trike at GO e-Bike hubs.

*Plans for 2020/21:*
- SEStran will support the existing hubs through training and shared learning events, and opportunities for further development
- SEStran will continue to evaluate and monitor outcomes from hubs set up through Low Carbon Transport & Travel funding, and ongoing sustainability.
- SEStran will continue to promote the use of all e-bikes including trikes and cargo bikes at regional events, which will include headline sponsor for the family ride at the Tweedlove Festival.

### Tripshare SEStran

Tripshare SEStran is one of the largest car-sharing platforms in Scotland, with over 9,400 members. Tripshare helps people share the cost of their commute to work or a one-off journey. On top of that, Tripshare reduces the number of single occupancy cars on the road and offers a low-cost transport option for those with no access to a car. SEStran will continue to promote car-sharing throughout the South East of Scotland.

*Objectives:*

*Plans for 2020/21:*

- Tackle congestion by reducing the number of single occupancy cars on the roads
- Provide a platform for large employers in the region to encourage carpooling to work

- SEStran will review existing arrangements for Tripshare SEStran and continue to explore the best way of promoting car-sharing through an online platform. In addition, SEStran will explore opportunities for a Scotland-wide car-sharing platform.
- SEStran will continue to work with the SHARE-North project partners to exchange knowledge and implement best practices relating to car sharing in the SEStran region.

## Thistle Assistance Programme - Card & App

The Thistle Assistance Card was developed to make it easier and more convenient for people with a mobility or travel challenge to make their door-to-door journey using sustainable transport – making sure a journey by sustainable means is as seamless and as easy as getting in the car or calling a taxi.

*Objectives:*
- Encouraging use of public transport by making it easier and more accessible for disabled and older people.

*Plans for 2020/21:*
- Journey Planning Application - following a successful Phase 1ne with five proof of concepts delivered by each of the project developers SEStran will investigate funding options to deliver Phase 2 of the project.
- The objective of Phase 2 is to develop a procurable and commissionable application that can enhance the user experience of Thistle Assistance.
- SEStran will continue to promote the new Thistle Assistance branding and website through key influencers and partners, online and at key accessible travel events and forums.
- SEStran in partnership with transport operators will develop a training toolkit aimed at staff to improve awareness and highlight 'best practice' when engaging with people that have a mobility challenges as they use public transport services.

## Public Transport Studies

This area of SEStran's work is aimed ensuring appropriate studies, business cases, appraisals and even bids are carried out in partnership with operators and member Councils, to support improvements to public transport reliability, availability and accessibility for more people in the region. It focuses on improving public transport service reliability, availability, and increasing patronage.

*Objectives:*

- To work in partnership with member Councils and regional operators, in assessing public transport options for key regional corridors.
- To support and add value to plans and strategic projects identified as part of STPR2
- To raise general awareness of the potential for improved public transport routes among members of all the SEStran region's communities

*Plans for 2020/21:*

- SEStran will explore funding options to update its 'Orbital Bus Route' business case, to include options for guided, autonomous public transport, serving communities and new developments across East Lothian, Edinburgh. Midlothian and West Lothian.
- SEStran will monitor progress on guided autonomous bus study focussing on congested routes in Fife.
- SEStran will meet regularly with bus operators in the region and support regional bus service improvements.
- SEStran will use findings from its three Transport Scotland funded Strategic studies - Regional Park and Ride Strategy, Mobility Hub Strategy, and Demand Responsive Transport, to help inform the new Regional Transport Strategy.

## Real Time Passenger Information (RTPI)

The introduction of SEStran's RTPI system began in 2010, in partnership with First Scotland East and Stagecoach Fife bus operators. This system has successfully contributed to encouraging public transport use by making public transport more reliable. However, due to technological advances prompting the withdrawal of both First Scotland East and Stagecoach Fife from the system, SEStran has been exploring potential solutions in collaboration with all relevant stakeholders to continue to provide an ongoing RTPI service.

*Objectives:*

- Tackle declining bus patronage by providing real-time information about bus arrivals
- Encouraging sustainable transport modes by making

*Plans for 2020/21:*

- SEStran will deliver with the City of Edinburgh Council the new content management system that will provide the region with an updated RTPI system that has expanded geographic reach, increased operator participation and improved reliability.
- SEStran will be working to install more digital screens showing real-time bus, tram and rail information at key

public transport more reliable, safer and accessible
- Encourage multi-modal transport choices

locations, such as transport interchanges and key buildings.

## Active Travel Projects

SEStran and Sustrans Scotland continue the partnership to facilitate the Regional Cycle Network Grant Scheme to delivering improvements to strategic active travel routes.

SEStran continue to develop proposals to Transport Scotland for the Regional Active Travel Development Fund to facilitate further projects promoting sustainable cross boundary travel.

*Objectives:*
- Promote a more active and healthier lifestyle by encouraging cycling and supporting cycling infrastructure

*Plans for 2020/21:*
- Build on Strategic Network study outputs and prioritised projects identified in partnership with local authorities.
- Maximise funding potential from Sustrans Scotland for projects from strategic Network study.
- Continue partnership work with local authorities to develop future projects for cross-boundary routes.
- Further develop projects from 2019 and explore new projects that add capacity to local authorities.

## Cycle Training & Development

The Regional Cycle Training and Development Officer is responsible for supporting Local Authority Bikeability Co-ordinators and works to promote and expand cycle training opportunities across the region.

*Objectives:*
- To advance the education of the public generally and young people in particular in safer cycling and cycling road safety.
- Promote cycle training opportunities in SEStran projects where applicable.

*Plans for 2020/21:*
- In partnership with Cycling Scotland, SEStran will continue to enable access to training opportunities at all life stages including Play on Pedals Training in the early years setting, Bikeability Scotland in schools, Essential Cycling Skills for adults, and Practical Cycle Awareness Training for other road users in the SEStran region. Complementing these training opportunities, SEStran will promote 'Cycle Friendly' behaviour change packages for workplaces campuses, communities and schools.
- SEStran will offer tailored cycle training support as part of the delivery of the Go e-Bike hubs and employer scheme.

- Increase in delivery of Level 2 Bikeability training

**Cycling Scotland**

- Further opportunities will be explored to support the delivery of cycle training in different settings to enable more people to enjoy the benefits of cycling.

## Local Rail Development Fund

The £2M Scottish Government Local Rail Development Fund (the Fund), was launched to respond to the interest and enthusiasm shown by local organisations in looking at opportunities to tackle local transport issues. SEStran is working on two projects as a result of successful bids into the fund.

*Objectives:*

- Examine multi-modal sustainable transport options to improve passenger and freight services in the region.

*Plans for 2020/21:*

**Newburgh**

- Continue to work in partnership with the Newburgh Train Station Group and Fife Council to deliver the next phase of the study subject to Transport Scotland Approval of The Initial Case for Change report submitted in January 2020.

**Forth Freight Study**

- SEStran will be working in partnership with Forth Ports to deliver this study in 2020/21.
- This study will look to investigate existing freight movements, the barriers faced by multimodal freight terminals when trying to target and encourage customers to make the switch and evaluate the potential environmental benefits and commercial viability of sustainable freight/goods movements.
- The study shall assess current rail freight services and examine opportunities for maximising and improving existing infrastructure at port locations, capacity and the balance of freight / passenger movements.
- The aim would be to appraise the development of sustainable freight gateways and potential for freight consolidation centres at key locations to maximise the sustainable movement of freight in door-to-door transport chains, with a focus on investigating the increase of rail as a key mode during these movements.

## 4.2 European-funded Projects

# SHARE-North

**Interreg North Sea Region**

*Shared Mobility Solutions for a Liveable and Low-Carbon North Sea Region*

The focus of the SHARE-North project is to promote shared mobility modes and their potential to address key transport challenges. 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.

*Objectives:*

- To reduce the number of single occupancy cars and increase efficiency of the existing road infrastructure
- To promote bike sharing, car sharing, ride sharing and other forms of shared mobility
- To reduce congestion due to parked and moving cars
- To achieve emission reductions through shared mobility
- To raise the profile of shared mobility as viable component of integrated transport strategies

*Plans for 2020/21:*

- SEStran will continue to promote shared mobility and will focus on promoting the introduction of Mobility Hubs in the SEStran area, building on experiences from Bremen, Germany and Bergen, Norway.
- SEStran will collaborate with and take learnings from Taxistop, Belgium to promote ridesharing through Tripshare SEStran. In addition, it will use SHARE-North funding to update and redesign the platform.

# SURFLOGH

**Interreg North Sea Region**

*Case studies for sustainable Urban Logistics Hubs*

The focus of SURFLOGH is to optimise the interaction between freight logistics hubs and the urban freight logistics system, promoting efficient and sustainable logistics in urban areas of smaller and medium-sized cities, city regions and networks. Together with Edinburgh Napier University Transport Research Institute, SEStran is developing different business models for urban freight hubs. SEStran is also working with ZEDIFY, an electric cargo-bike delivery company, to develop a last mile delivery pilot in the City of Edinburgh.

*Objectives:*

- To encourage the adoption of green innovative solutions in urban freight logistics
- To increase efficiency in urban distribution via urban logistics hubs
- To stimulate green transport in an urban environment
- To stimulate innovations in urban logistics

*Plans for 2020/21:*

- SEStran will be working with ZEDIFY logistics to expand on the successful launch of the Edinburgh pilot.
- Edinburgh Napier University & SEStran will be presenting a paper to the STAR Conference in Glasgow in May 2020.
- SEStran will be continuing to work with Edinburgh Napier University on the development of business models for each of the partner hubs by conducting primary research interviewing key stakeholders.
- Case studies and research finding will be presented at the final conference in Belgium in September 2020.
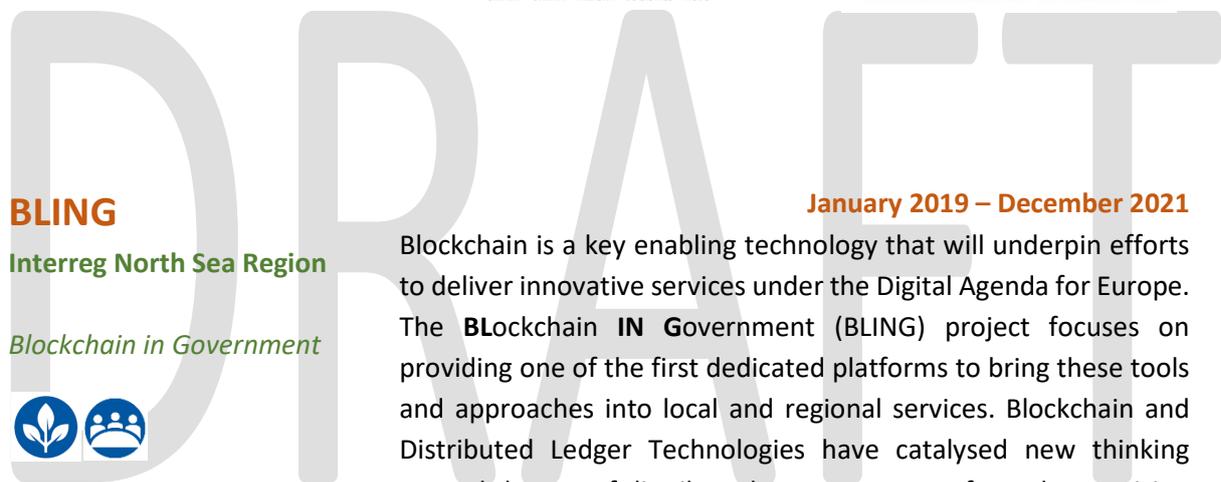


## BLING

**Interreg North Sea Region**

*Blockchain in Government*

**January 2019 – December 2021**

Blockchain is a key enabling technology that will underpin efforts to deliver innovative services under the Digital Agenda for Europe. The **BL**ockchain **IN G**overnment (BLING) project focuses on providing one of the first dedicated platforms to bring these tools and approaches into local and regional services. Blockchain and Distributed Ledger Technologies have catalysed new thinking around the use of distributed systems to transform the provision of services that help to move people and things through cities.

*Objectives:*

- Stimulate the public sector to generate innovation demand and innovative solutions for improving public service delivery

*Plans for 2020/21:*

- SEStran will be working with various project partners, including the University of Edinburgh, to develop and implement a transport focused trial pilot that aims to deliver Blockchain in government.
- The University of Edinburgh & SEStran have created GeoPact, a system that supports the deployment of location-aware smart contracts. These contracts use location data as part of coded agreements about how objects and people move in space and time.
- The opportunities for real world deployment of these technologies will be explored further by the project team in 2020.

# PriMaaS

**Interreg Europe**

Mobility-as-a-Service (MaaS) is a recent concept which seeks to improve the way people travel by integrating the provision of different transport solutions. The provision of transport services is one of the key pillars of strategic importance for regional authorities. Therefore, regional policy instruments can play a valuable role in supporting the introduction of MaaS and simultaneously ensure these new platforms will contribute to low carbon transport policy goals, social inclusion and increased levels of accessibility. 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.

*Objectives:*

- Create a knowledge hub to support regions in promoting the MaaS concept and meeting citizens' transport needs
- Incorporate MaaS as key mobiliser of sustainable transport solutions in the development of the Regional Transport Strategy 2

*Plans for 2020/21:*

- This year, SEStran will be contributing to the development of a Baseline Assessment Report by the project consortium. Through Exchange of Experience events with the project partners, current levels of MaaS can be explored and best practices can be identified.
- SEStran will be hosting various Regional Stakeholder Groups to identify and learn from best practices in the area and the wider project consortium.
- The exchange of best practices will ultimately inform the development of an Action Plan to incorporate MaaS as a key mobiliser of sustainable transport solutions in the rewrite of the SEStran Regional Transport Strategy.

## 4.3 Regional Partnership Working

# Forum groups

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.

*Objectives:*

- Bring together interested parties and provide a regional voice in transport-related matters

*Plans for 2020/21:*

- The *Integrated Mobility Forum* will bring together various stakeholders to improve integrated mobility across the region and aims to promote public transport and access to transport interchanges, as well as reducing the number of single occupancy car journeys.

- Provide a platform for organisations to connect with each other and have meaningful discussions

- The *Logistics and Freight Forum* will bring together local authorities, government agencies, businesses and other stakeholders with the aim of developing, promoting and implementing sustainable business and distribution solutions.
- The *Equalities and Access to Healthcare Forum* will seek to deliver equalities outcomes and promote projects such as RTPI and the Thistle Card & App to address inclusion issues which disproportionately affect some people in the SEStran region.

## Regional LEZ group

In partnership with the City of Edinburgh Council, SEStran has established a regional Low Emission Zone group to address the cross-boundary implications arising from the capital's plans to introduce a Low Emission Zone by the end of 2020. The group is attended by officers from all Local Authorities in the SEStran area, as well as Transport Scotland, to ensure consistency with the other LEZs being planned in Scotland.

*Objectives:*
- Identify and mitigate regional implications of the Edinburgh Low Emission Zone
- Communicate the LEZ developments across the area to ensure all affected parties are informed

*Plans for 2020/21:*
- SEStran will continue to work closely with all partner Councils to monitor the implementation of the LEZ and consider the regional impact.
- SEStran will host the regional LEZ group meetings to communicate Edinburgh's LEZ developments, and identify and mitigate regional implications in collaboration with the Local Authority transport officers that attend the group meetings.
- The group is also a forum for Transport Scotland to inform SEStran and its member authorities of associated funding opportunities, such as the LEZ Public Transport Provision funding.

## Rail Quarterly

SEStran has set up the Rail Quarterly with the aim of providing a forum for Network Rail, Transport Scotland and the Train operators in the SEStran area to discuss rail opportunities and issues.

*Objectives:*

- To promote rail as sustainable mode for both passengers and freight.
- Keep pace with rail developments and issues within the region.

*Plans for 2020/21:*

- SEStran will continue to host quarterly meetings as part of the close working relationship with key stakeholders in the area.
- Highlight key rail focussed projects including the Newburgh and Regional Sustainable Freight studies to the group.
-

## Bus Quarterly

SEStran has set up the bus quarterly with the aim of providing a forum for bus operators in the SEStran area to raise bus issues with SEStran and local authorities and address these issues in partnership.

*Objectives:*

- To provide a platform to address bus challenges and declining bus patronage in the SEStran area.
- To work in partnership with operators and Local Authorities to apply for funding aimed at improving bus operations in the SEStran area.

*Plans for 2020/21:*

- This year, SEStran hopes to form a partnership with bus operators and local authorities to put in a bid for the £500mln made available by Transport Scotland for Bus priority measures. This funding would allow SEStran to look at strategic bus challenges in the area and reinvestigate the potential for an orbital bus route along the Edinburgh bypass.
- SEStran will continue to host quarterly meetings as part of the close working relationship with key bus operators in the area.

## MaaS Stakeholder Group

SEStran has established a Mobility-as-a-Service (MaaS) Regional Stakeholder Group as part of the Interreg Europe PriMaaS project. The aim of the group is to assess current levels of MaaS in the SEStran area, and identify the potential of MaaS to improve transport and contribute to delivering more sustainable transport in the SEStran area. The group is attended by local authorities, transport operators, transport planners and consultancies, and MaaS experts.

*Objectives:*

•

• SEStran will host bi-annual meetings to bring together various interested

## Communication

*Objectives:*

• To ensure the role of SEStran, in representing a regional voice in transport related matters in the South East of Scotland, is more widely understood and recognised.

• Continue to lead by example and deliver sustainability and climate change objectives as an organisation.

*Plans for 2020/21:*

• Increase awareness of the development of the new Regional Transport Strategy across a wide range of stakeholders to improve engagement levels.

• Increase awareness of the wide range of SEStran activities and funded activities across the region within appropriate advocacy, stakeholder, community and beneficiary groups, through advertising, use of social media and awareness raising activities.

• Increase awareness and distribution of SEStran's key strategic studies that are relevant to a wide range of partners in the region.

• Promote and share SEStran knowledge and awareness through participation at key conferences, working or enquiry groups.

• SEStran will continue to raise awareness of its statutory role in relation to all other Governance arrangements in the area, including Community Planning Partnerships.

## Governance

As the Regional Transport Partnership for the South East of Scotland, SEStran is responsible for developing and maintaining a Regional Transport Strategy, which local transport authorities have a legal duty to comply with to the best of their ability. SEStran has a role in promoting a collaborative and regional approach to transport-related matters. SEStran provides

appropriate platforms for various stakeholders to discuss and address transport related issues in the South East of Scotland.

*Objectives:*
- Continue to be involved in pressing transport issues and represent a regional voice in transport related matters in the South East of Scotland
- Continue to lead by example and deliver sustainability and climate change objectives as an organisation.

*Plans for 2020/21:*
- SEStran ensure appropriate arrangements are in place for stakeholder engagement and involvement in the new Regional Transport Strategy development.
- SEStran will participate in the three regional working groups set up for Transport Scotland's Second Strategic Transport Projects Review, chairing the Edinburgh and East of Scotland grouping.
- As the Strategic Transport Partnership, SEStran will support and provide the strategic transport input for all Growth Deal arrangements in place or evolving across the SEStran area.
- SEStran will continue to be involved in transport related policy developments and respond to relevant consultations as they are published.
- SEStran will continue to organise meetings that bring together relevant stakeholders to discuss pressing transport related issues, such as bus, rail and active travel.
- SEStran will continue to raise awareness of its statutory role in relation to all other Governance arrangements in the area, including Community Planning Partnerships.

## 5. Annexes

## Annex 4.1 – Key Performance Indicators

### GO e-Bike

| Impact | Strategic objective | Key focus areas | Key performance indicators | Critical Success Factor |
|---|---|---|---|---|
| GO e-Bike will add to the active travel facilities in the SEStran region, delivering more sustainable and healthier transport solutions for people in the SEStran region | | Support GO e-Bike Hubs | User numbers and monitoring impact from hubs | Cooperation from hub partners |
| | | Increase programme reach and awareness in region. | Website promotion and user campaign "Do the Ride Thing" | Availability of funding |
| | | Promotion of all forms of e-bikes across region. | Seek additional funding opportunities for further e-bike hubs | Availability of funding |

### Tripshare SEStran

| Impact | Strategic objective | Key focus areas | Key Performance Indicators | Critical Success Factor |
|---|---|---|---|---|
| Reviewing Tripshare SEStran will help provide an updated platform that is better fit for purpose to meet the needs of the car-sharing community and reduce the number of single occupancy cars. | | Review the current arrangements for Tripshare SEStran and continue to explore the best way of promoting car-sharing through an online platform. | Establish options for a Scotland-wide car-sharing platform | Cooperation from other RTPs |
| | | Provide a platform for large employers in the region to encourage carpooling to work | Work with the SHARE-North project partners to exchange knowledge and implement best practices. | Cooperation from SHARE-North partners |

### Thistle Assistance Card & App

| Impact | Strategic objective | Key focus areas | Key Performance Indicators | Critical Success Factor |
|---|---|---|---|---|

| The Thistle Card App will provide a door-to-door journey planner making public transport more accessible for disabled and older people.<br><br>Develop awareness of Thistle Assistance Programme | 💷 ♿ | Create an app-based door-to-door journey planner with the aim of making public transport more accessible to all.<br><br>Develop new training tool for operators<br>Utilise new branding, website and social media | Work with 5 Can Do competition winners to develop up to 2 phase two concepts.<br><br>Work with transport oppertors | Secure funding for Phase 2.<br><br>Increased usage of website/social media<br>Increased awareness amongst public |

## Real Time Passenger Information (RTPI)

| Impact | Strategic objective | Key focus areas | Key Performance Indicators | Critical Success Factor |
|---|---|---|---|---|
| RTPI makes public transport more accessible and reliable. The provision of real-time information contributes to tackling a declining bus patronage in the SEStran region. | 💷 ♿ | SEStran will be working with City of Edinburgh Council to develop a new content management system that will improve the public facing regional screen network. | Work with CEC and developers to design a new CMS interface. Integrate key regional operators into the new system. Test new system and role across the region via the digital screen network and other interfaces. | Cooperation from CEC, CMS procurement process and integration of regional operators. |

## Active Travel Programmes

| Impact | Strategic objective | Key focus areas | Key Performance Indicators | Critical Success Factor |
|---|---|---|---|---|
| The active travel projects contribute to the development of a regional cycle network, with a particular focus on cross-boundary routes | 💷 🌿 ❤ | Coordinate new strategic cross-boundary study | Identify plan for prioritised routes throughout region | Partnerships with Local Authorities |
| | | Design Projects 100% funded | Deliver project within budget | Collaboration with consultants |
| | | Support sustainable cross boundary projects | Deliver project within budget | Collaboration with consultants |

| | | Increase Active Travel reach | Utilise funding opportunities from SG for further project opportunities | Availability of funding |
|---|---|---|---|---|

| **Cycle Training and Development** | | | | |
|---|---|---|---|---|
| **Impact** | **Strategic objective** | **Key focus areas** | **Key performance indicators** | **Critical Success Factor** |
| The cycle training supports the Local Authority Bikeability Co-ordinators and expands cycle training opportunities across the region. | | Support the coordination of Bikeability Scotland Level 2 delivery. Develop and support pilots for new delivery models. | Increase in Bikeability Scotland Level 2 delivery by 10% across the region. | Cooperation and engagement from Bikeability Co-ordinators. Capacity of co-ordinators. |
| | | Identify opportunities for delivering cycle training in conjunction with Go e-Bike hubs and potential employer scheme. Developing and supporting opportunities for cycle training at any age across the region. | Training sessions delivered in two hubs. Training sessions offered to all employer schemes. | Publication of training sessions and ensuring engagement. |

| **SHARE-North** | | | | |
|---|---|---|---|---|
| **Impact** | **Strategic objective** | **Key focus areas** | **Key Performance Indicators** | **Critical Success Factor** |
| SHARE-North raises the potential for shared mobility to address transport challenges. Mobility hubs will integrate different modes of shared mobility and SHARE-North will contribute to reviewing Tripshare SEStran. | | Collaborate with CoMoUK and WYCA to introduce Mobihubs (mobility hubs) to the SEStran region, building on experiences from Bremen, Germany and Bergen, Norway. | Work collaboratively to introduce 1 Mobihub to the SEStran region | Identification of a suitable location for a Mobihub |
| | | Use SHARE-North funding to update and redesign the Tripshare SEStran car-sharing platform | Take learnings from Taxistop, Belgium to promote car-sharing through Tripshare SEStran. | Cooperation from SHARE-North partners |

| **SUFLOGH** | | | | |
|---|---|---|---|---|
| **Impact** | **Strategic objective** | **Key focus areas** | **Key Performance Indicators** | **Critical Success Factor** |

| Impact | Strategic objective | Key focus areas | Key performance indicators | Critical Success Factor |
|---|---|---|---|---|
| SURFLOGH promotes sustainable solutions for urban freight logistics. The pilot with Zedify informs the development of a business case for e-cargo bike deliveries in Edinburgh. | £ 🌱 | Work with Zedify to expand Edinburgh hub | Increase customer base and number of deliveries | Cooperation from Zedify |
| | | Measure impact of Edinburgh hub | Measure the $CO_2$ emission reductions made as a result of the trial | Availability of emissions data |
| | | Explore how sustainable logistics can be integrated further | Conduct a hackathon in Edinburgh | Cooperation from participants |
| | | Interview key stakeholders in pilot countries, Netherlands, Sweden and Belgium | Conduct 4 interview visits with Edinburgh Napier University | Cooperation from stakeholders |
| | | Share and disseminate information about sustainable logistics to a wider audience. | Host SURFLOGH mid-term conference in Edinburgh | Cooperation from audience |

## BLING

| Impact | Strategic objective | Key focus areas | Key performance indicators | Critical Success Factor |
|---|---|---|---|---|
| The BLING project will deliver a trial that explores opportunities for the integration of Blockchain in transport. | £ 👥 | Work with various project partners, including the University of Edinburgh, to develop and implement a transport focused trial pilot that aims to deliver Blockchain in government. Share and disseminate information about BLOCKCHAIN technology in Transport. | Build on successful pilot with University of Edinburgh. Present research papers two key stakeholders. | Cooperation from stakeholders to deliver pilot trial |

## Forum & Liaison Groups

| Impact | Strategic objective | Key focus areas | Key Performance Indicators | Critical Success Factor |
|---|---|---|---|---|

| Impact | Strategic objective | Key focus areas | Key Performance Indicators | Critical Success Factor |
|---|---|---|---|---|
| The Forums facilitate discussion and provide a platform for interested parties to formulate a regional voice in transport-related matters | | Bring together interested parties and provide a regional voice in transport related matters | Organise three different forums that bring together various stakeholders to address transport related issues. | Involvement of key stakeholders |

**Hate Crime Charter**

| Impact | Strategic objective | Key focus areas | Key Performance Indicators | Critical Success Factor |
|---|---|---|---|---|
| The Hate Crime Charter will encourage the reporting of hate crime incidents on public transport with the aim of preventing hate crime in the future. | | Develop a Hate Crime Charter for the region | Produce final draft version | Cooperation from Police Scotland and Disability Equality Scotland |
| | | | Trial the Hate Crime Charter in selected local authorities | Adoption of Charter by operators |
| | | | Potentially rollout the Charter nationally. | Adoption of Charter by operators |

**Governance & Partnership working**

| Impact | Strategic objective | Key focus areas | Key performance indicators | Critical Success Factor |
|---|---|---|---|---|
| Partnership working ensures that SEStran is able to represent the region as a whole in addressing transport related issues. | | Continue to be involved in pressing transport issues and represent a regional voice in transport related matters in the South East of Scotland | Continue to be involved in transport related policy developments and respond to relevant consultations | Resource availability |
| | | | Organise stakeholder meetings to address various transport related issues | Cooperation from stakeholders |
| | | Continue to lead by example and deliver sustainability and climate change objectives as an organisation | Provide the Sustainable and Active Travel Fund to help organisations | Involvement of organisations |

| Impact | Strategic objective | Key focus areas | Key Performance Indicators | Critical Success Factor |
|---|---|---|---|---|
| | | adopt sustainable transport solutions | | |

**Regional Transport Strategy**

| Impact | Strategic objective | Key focus areas | Key Performance Indicators | Critical Success Factor |
|---|---|---|---|---|
| To create and maintain a Regional Transport Strategy is a fundamental duty of the RTPs. It is essential that the strategy is kept up to date given that many changes in the transport of people and goods are foreseen in the years to come. The RTS will provide a regional back-cloth for future developments. | | Prepare a programme and engage consultants to assist in the development of the main issues report. | Establish a main issues report | Stakeholder engagement |
| | | Work with the Local Authorities to develop an Electric Vehicle Strategy for the region. | Develop a draft Electric Vehicle Strategy | Cooperation from Local Authorities |

Link to annual report

## Annex 4.2 – Budget Summary

| | 2013/14 £'000 | 2014/15 £'000 | 2015/16 £'000 | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 | 2019/20 £'000 | 2020/21 £'000 |
|---|---|---|---|---|---|---|---|---|
| **Budget** | | | | | | | | |
| Core | 463 | 465 | 550 | 551 | 478 | 531 | 584 | |
| Projects | 504 | 1,076 | 2,384 | 725 | 510 | 614 | 1014 | |
| RTPI | 222 | 286 | 230 | 344 | 339 | 108 | 100 | |
| **Total budget** | **1,189** | **1,827** | **3,164** | **1,620** | **1,327** | **1,253** | **1,698** | |

| | 2013/14 £'000 | 2014/15 £'000 | 2015/16 £'000 | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 | 2019/20 £'000 | 2020/21 £'000 |
|---|---|---|---|---|---|---|---|---|
| **External funding** | | | | | | | | |
| EU grants | 146 | 233 | 131 | 64 | 95 | 139 | 122 | |
| Other income | 61 | 266 | 1,051 | 686 | 250 | 142 | 604 | |
| Bus Investment Fund | - | 346 | 1,000 | - | - | - | - | |
| **Total external funding** | **207** | **845** | **2,182** | **750** | **345** | **281** | **726** | |
| **Core funding** | | | | | | | | |
| Scottish Government | 782 | 782 | 782 | 782 | 782 | 782 | 782 | |
| Council Requisition | 200 | 200 | 200 | 200 | 190 | 190 | 190 | |
| **Total funding** | **1,189** | **1,827** | **3,164** | **1,620** | **1,327** | **1,253** | **1,698** | |

**Anticipated funding for 2020/21:**

| Description: | Budget (£'000) | Income (£'000) | Comments: |
|---|---|---|---|
| Active Travel Fund | 250 | 225 | £50k construction element is match funded |
| Low Carbon Travel & Transport (LCTT) | 220 | 147 | 33.3% match funded |
| Accessible Travel Fund | 10 | 10 | 100% funded |
| 'Can Do' (Scottish Enterprise) | 150 | 150 | 100% funded |
| LRDF Newburgh | 72 | 72 | 100% funded |
| **Total** | **702** | **604** | |

## Annex 4.3 – Staff and Organisational Chart

| | |
|---|---|
| **Partnership Director** | Jim Grieve |
| **Senior Partnership Manager** | Anna Herriman |
| **Programme Manager** | Keith Fisken |
| **Regional Cycle Training and Development Officer\*** | Beth Harley-Jepson |
| **Active Travel Officer** | Peter Jackson |
| **Strategy & Projects Officer** | Jim Stewart |
| **Project Officer** | Julie Vinders |
| **Business Manager** | Angela Chambers |
| **Business Support Officer** | Hannah Markley |
| **Business Support Assistant** | Cheryl Fergie |

\* Cycle Training and Development Officer is employed by Cycling Scotland and embedded in SEStran.

*Figure 1: Organisational Chart*
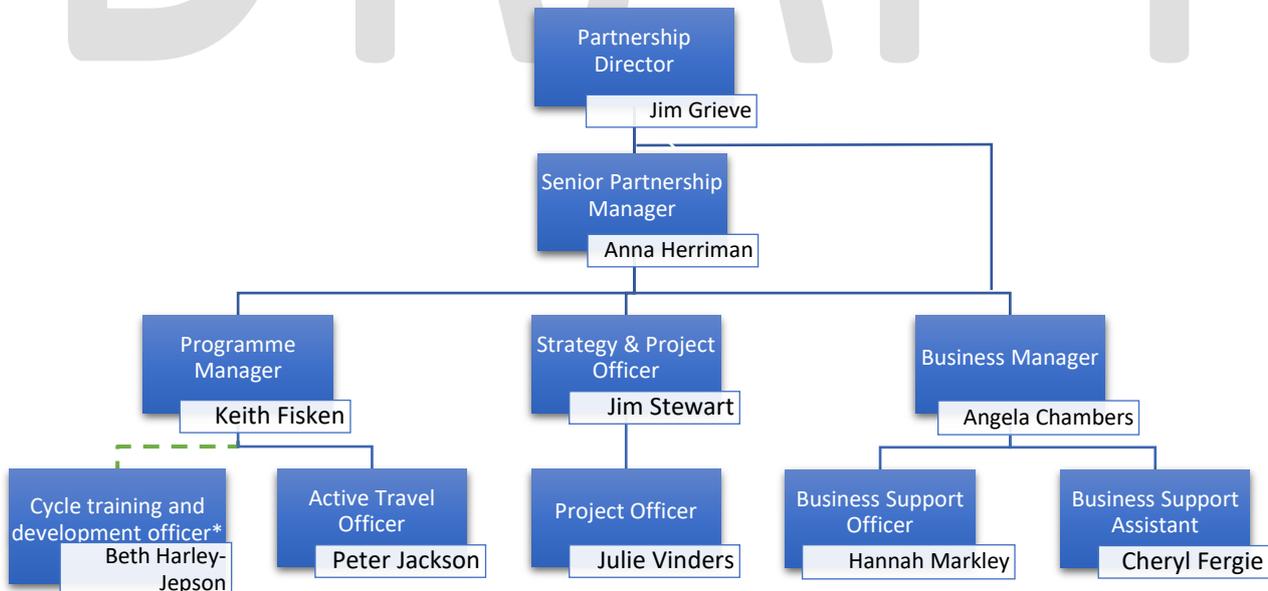
**Projects Performance & EU Exit Update**

**1.    INTRODUCTION**

**1.1**    The report provides the Chief Officers with an update on the 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.

**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**    The UK officially left the EU on 31 January 2020. In the withdrawal agreement, both the EU and UK Government agreed there will be a transition period until December 2020, meaning nothing changes until this date. SEStran has received a letter from the Ministry for Housing, Communities and Local Government (MHCLG) saying all partners in EU-funded projects should continue to deliver project activities, make finance claims, and are still eligible to apply for further ETC (Interreg) funding as part of this current 2014-2020 Programme Period.

## 4. RECOMMENDATIONS

**4.1** It is recommended that the Chief Officers take note of the contents of the report.

Julie Vinders
**Project Officer**
19 February 2020

**Appendix 1: Projects update**

| | |
|---|---|
| Policy Implications | |
| Financial Implications | |
| Equalities Implications | |
| Climate Change Implications | |

# SEStran Projects Update

## Table of Contents

# 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:*

- **Employer Pool bike Roadshow**

  *Complete*

  - After launch in 2018 the employer scheme restarted in March 2019.
  - Summary report is now being drawn up to close off the scheme.

- **GO e-Bike expansion with LCTT funding**

  *In progress*

  - Tweeddale Youth Action continue to promote the Hub in the Tweeddale area with cargo bike delivery opportunities being explored with local businesses. A recycling collection service for local businesses and individuals is also being developed.
  - 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:*

- **Edinburgh BioQuarter**

  *In progress*

  - Agreement on further work has allowed consultants to progress to 3D design between Lady Road and Little France.
  - Final designs will be complete in March for City of Edinburgh to progress the project further within their capital active travel programmes.

- **SEStran Strategic Cycle Network Review**

  *In progress*

  - Local Authority partners were engaged through December and January by consultants to scope issues across the region.
  - A wider stakeholder workshop was facilitated in January to look at opportunities across and boundaries.
  - Arup are currently compiling options for a shifting exercise at the end of February.

## 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:*

- **Project 1: Kirkcaldy to Buckhaven**                                      `In progress`
  - AECOM are continuing design work with consultations within a number of the communities along the route and have now compiled all the findings.
  - Following a progress meeting with SEStran and Fife Council, AECOM are now preparing further design work with some rescoping after the public consultations.
- **Project 2: Alloa Town Centre Street Design**                             `In progress`
  - Developing design to enhance the centre for active mobility and better access to services and public transport.
  - ***Total award £80,000***
- **Project 3: West Lothian Active Travel Links**                            `In progress`
  - To provide active travel provision between Ecclesmachan and Threemiletown, providing a safe link to local bus services.
  - To provide a link from Bathgate Hills quiet roads through Bangour and connect to the Livingston green network.
  - ***Total award £55,000***
- **Project 4: ELGT Wisp to Sheriffhall Greenway**                           `In progress`
  - Design of active travel route from The Wisp to the Sheriffhall roundabout, linking through new development land and connecting with the path network at the Edinburgh Royal Infirmary.
  - Additional links to Danderhall would be investigated to provide a safe link onto the greenway and access to services.
  - ***Total Award £35,000***

## 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. A meeting has been held with Falkirk Council to address low delivery rates. Discussions have been held with Scottish Borders to revise their offer to schools.
  - The annual Bikeability conference is being held in Perth on the 24th March.

- A Bikeability comms strategy is currently being rolled out across six LAs in Scotland to increase awareness of the programme. Three are 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.
  - Tweeddale Youth Action Bike Punks project are receiving a four-day Cycle Trainer course to enable them to support the delivery of Bikeability Scotland cycle training in schools. This course also provides them the opportunity to go on to offer adult cycle training with a short supplementary training course.
  - A Cycle Trainer Assistant course was set-up for West Lothian Bike Library to enable them to support the delivery of Bikeability Scotland in West Lothian and surrounding LAs. They were supported to become an approved supplier on the Bikeability Scotland Training Provider DPS. They have since been appointed to provide training support to schools in Midlothian.
- **Adult Cycle Training**                                                  *In progress*
  - Potential for adult cycle training course currently being explored with Cycling Scotland tutors. Pilot would likely be in Edinburgh or East Lothian.

# 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:*

- **New Content Management System**                                                    `Delayed`
  - The new Content Management System tender process has been completed by City of Edinburgh, with the successful contractor 21st Century (now named Journeo https://www.journeo.com) being appointed.
  - Work has now begun on the design on the new CMS including the SEStran regional system.
  - SEStran & Journeo are currently developing a project plan to implement the new CMS with the aim of an operational RTPI solution in place by June 2020.
  - An interim step is being developed using Trapeze scheduled data and Journeo software for deployment across the existing screen network.
  - Additional funds from the LEZ fund will be used to upgrade the existing Windows 7 PCs that are used in the system to Windows 10 to improve the capability of the system.
- **Identifying funds to support ETM purchase, agreeing conditions of grant**  `In progress`
  - Two regional bus operators, Peter Hogg of Jedburgh and Telford Coaches, require new electronic ticket machines (ETMs) to facilitate integrated ticketing, contactless payments and Real Time Passenger Information.
  - SEStran successfully applied to Transport Scotland's LEZ fund, for funds to meet the total cost of grant aid of £42,560 provide grant aid to the two operators.

## 2.2 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 App - Phase One Proof of concept development**               `Complete`
  - SEStran has been working to develop an intermodal journey planner and Thistle Card App, which will make it easier for people to plan and make journeys by public transport.
  - Phase 1 concepts were evaluated on the 8th of November 2019 with presentations to Scottish Enterprise, Transport Scotland & SEStran from the 5 developers.
  - In each case the 5 developers determined that there was a viable proof of concept (POC) that could be taken forward.
  - SEStran is working with Scottish Enterprise and other funding bodies to explore potential funding for Phase 2.

- **Thistle Assistance Website & Branding**
    - SEStran has been working with the Hillside Agency on the development of the new Thistle Assistance branding, website and campaign.
    - HITRANS asked SEStran to develop a television advert to use in their region and this has been actioned. This went onto STV in the Hitrans region at the end of November. The development costs will be covered by HITRANS.
    - The Thistle Assistance website was also launched at the end of November www.thistleassistance.com
    - Work complete with the website, new branding and campaign available to all partners to use to promote the facility.
    - SEStran is investing £20K in an expanded advertising campaign using radio (Forth FM & Radio Borders) and print media.

- **SEStran Website – Accessibility Regulations 2018**
    - 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**
    - SEStran has been working in partnership with Inclusion Scotland to provide an Internship to work on the Thistle Assistance program.
    - The position focuses on marketing and communications and is based in Victoria Quay starting in November 2019 and running up to the middles of April 2020.

## 2.3 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**

  - 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-model 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).
  - In January 2020 after feedback was received from TS the Case for Change report was amended and resubmitted with a recommendation that the project continue to the next stage – Initial Options Appraisal.
  - The report is currently with the Transport Scotland Appraisal team being reviewed.
  - £17,000 has been claimed from the budget for the work to date.

- **Forth Freight Strategy**

  - 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 the Port of Leith and other ports on the Forth 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 is underway via Public Contracts Scotland.
  - The procurement process closed on the 21st of February with the project reviewing submissions with the aim of appointing a contractor to help with the work by end March 2020.
  - End date for the study with a final report due is March 2021.

## 2.4 LEZ Public Transport Provision Fund

SEStran has taken initiative to set up an LEZ Regional Stakeholder Group, to cover the latest Edinburgh LEZ developments and identify funding opportunities to mitigate cross-boundary implications. The group meets every 3-4 months and is attended by Local Authority Officers as well as Transport Scotland.  In November 2019, SEStran secured £205,000 funding from the LEZ Public Transport Provision Fund from Transport Scotland for four projects which are to be delivered by this financial year 2019/2020.

*Latest developments:*

- **Regional Park & Ride Strategic Study**

  - Arup has been appointed to review and update the 2009 Regional Park and Ride Strategy. The purpose of the study is to review present day Park and Ride provision and usage in the SEStran area, and to set a framework for the development and assessment of future investment in Park and Rides across the region.

- **Smart Ticketing Machines**
  - SEStran will purchase Smart Ticket machines for two of the region's local bus operators, which will help facilitate real time passenger information on the services operated.
  - SEStran will also use this funding for a software upgrade for the RTPI provided on digital screens across the region.
- **Mobility Hub Strategic Study**
  - Based on the learnings from the SHARE-North project, SEStran has appointed Steer Group for the development of a "Mobility Hub" Strategic study to help promote shared mobility in the SEStran area and guide the implementation of Mobility Hubs as a complementary measure to maintain levels of accessibility as a result of the LEZ intervention.
- **Demand Responsive Transport (DRT) Strategic Study**
  - SYSTRA has been appointed for the development of a "Demand Responsive Transport" (DRT) Strategic Study for the SEStran region to support access to the city for those with limited public transport solutions (such as in rural areas) as an alternative to upgrading to a compliant vehicle that meets the LEZ standards.

# 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.

*Latest developments:*

- **Mobility Hubs**
  - 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 Hubs seeks to raise the profile of shared mobility (car club, bike-sharing, carsharing), by integrating these modes of transport with existing public transport provision.
  - SEStran is using the LEZ Public Transport Provision Funding from Transport Scotland to develop a framework for the implementation of Mobility Hubs in the SEStran region.
- **Tripshare SEStran**
  - SEStran is reviewing Tripshare SEStran and is in the process of rebranding the website.
  - SEStran will present the platform at a SHARE-North online webinar which will be held in March 2020.

## 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)".

*Latest developments:*

- **Project activities and Final Conference**

  | | |
  |---|---|
  | | *Complete* |

  - The Final Conference was held in October 2019 and the remainder of the project months focused on the administrative closure of the project.

- **Project closure**

  | | |
  |---|---|
  | | *In progress* |

  - The final projects report summarises the impact REGIO-Mob has had on promoting active mobility through e-bikes. The impact of e-bikes to make cycling more accessible and their potential to facilitate mode shift was evidenced through GO e-Bike and will be incorporated into the Regional Transport Strategy.

## 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** <span>*In progress*</span>
  - 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.
  - Further work will continue to move the pilot from 'the lab' into the real world with a successful test of the technology using the cycle logistics company ZEDIFY completed in December 2019.
  - A 'Collider' event focused on the potential applications of blockchain technology and the issues (policy & legal) will be hosted by the University of Edinburgh & SEStran on the 18th of March 2020.
  - Edinburgh will host a BLING partnership group meeting and 'mini-conference' in May 2020.

## 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 MaaS and incorporate wider societal goals through interregional collaboration, sharing best practices, and policy development.

*Latest developments:*

- **PriMaaS Regional Stakeholder Group** <span>*In progress*</span>
  - The first Regional Stakeholder Group was held on 15 January 2020 at Victoria Quay, Edinburgh. The meeting was attended by Transport Scotland, Local Authorities, MaaS Scotland, CoMoUK, and various consultancies including SIEMENS, JLM Consulting and IBI Group.
  - Through this meeting, a baseline was established of the current levels of MaaS integration in the SEStran area.
- **Preparation of Baseline Assessment Report** <span>*In progress*</span>
  - 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.

## 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:*

- **Project Application**                                                    `Delayed`
    - The CONNECT project is currently on hold due to the departure of one partner.
    - Discussions are taking place with the Interreg Joint Secretariat as to the future of the project.

# 4. SEStran forums & upcoming events

## 4.1 SEStran Forum Meetings

SEStran hosts three different forum groups which are held twice a year. The aim of these forums is to provide a platform for interested parties to come together and to formulate a regional voice in various transport-related matters.

*Upcoming meetings:*

- **Equalities and Access to Healthcare Forum**
  The next forum will be held at Victoria Quay, Edinburgh from 10:00-12:30 on Wednesday 1 April 2020.

- **Integrated Mobility Forum**
  The next forum will be held at Victoria Quay, Edinburgh from 10:00-12:30 on Friday 24 April 2020

- **Logistics and Freight Forum**
  The next forum will be held at Victoria Quay, Edinburgh from 13:30-16:30 on Wednesday 13 May 2020. This forum will be linked to the BLING partner meeting, which SEStran is hosting in Edinburgh.

**ECMA Update**

| 1. | Introduction |
|---|---|
|  | The purpose of this report is to update members on the latest discussions of the East Coast Mainline Authorities (ECMA) consortium and it is based on an Officers' Working Group teleconference held on 29 January and a consortium meeting which took place on 17 February 2020, in York.<br><br>Minutes of both are attached at **Appendix 1 and 2**, respectively.<br><br>Comment on a further meeting entitled "ScotRail Alliance – Lothians Regional Roundtable" is also relevant to the ECML and included in the discussion below. |

| 2. | Discussion |
|---|---|
| 2.1 | **ECMA meetings;**<br>Of particular note in the minute attached at Appendix 1 is: |
| 2.1.1 | Network Rail's future investment plans and that ECMA will be a consultee. Not included in the minute  but also discussed was Network Rail's intended approach to their Investment Plans which will be in 3 phases; Phase 1 to gather data on past reports, analyses and previous "problem statements", Phase 2, a series of workshops looking at short, medium and long term priorities. All of this will lead to a "Decision to Initiate" at Phase 3. ECMA will be invited to take part in the workshops. |
| 2.1.2 | ECMA's communications update and proposed identity refresh. Work is underway in this respect with proposals to be put to the next Officers' Group meeting in April. |
| 2.1.3 | **ECMA budget – 20/21**<br>A table was presented which indicated a significant carry over from the current year amounting to around £93000 and with receipt of full subscriptions for 20/21 this would provide a budget of approximately £173,000. Prompted by likely RTP budget allocations assumed for next year, there was a suggestion that either a "subscription holiday" or a subscription reduction be considered for next year and this was reiterated at the Consortium meeting. It was decided that proposals will be brought to the Consortium's next meeting, in June. |
| 2.1.4 | Also not included in the minute was an earlier request from LNER to receive from officers on the Group their aspirations for improvements associated with the anticipated December 2021 timetable change. The RTP aspirations have been submitted and copies are attached at **Appendix 3**. |

| | |
|---|---|
| **2.2** | **ScotRail Alliance – Regional Meeting (January 2020)** |
| **2.2.1** | It was noted that there had been an improvement in performance since the period November 18 to May 19 as a result of a Remedial Plan. There had been particular issues with the availability of train crew and a significant recruitment process has since taken place. It was also noted that the new Hitachi trains are substantially more reliable than the units they replace and all of this has contributed to improved performance.<br>10 of 26 new trains on order have been delivered and delivery of all is critical to release rolling stock for fife and the borders lines and this should be achieved by the end of the year. |
| **2.2.2** | Operational issues through the four seasons were discussed; noting that autumn was the most challenging with falling leaves and increased passenger demand. In order to tackle the very real problem of leaves on the line, many trees have been felled and additional specially equipped trains to remove the built up leaves on the lines have been mobilised.<br>It was confirmed that the current franchise will end on 31 March 2022 and the conclusions of the Williams Review is awaited to help inform the way forward, thereafter. |
| **2.2.3** | Aspirations for the future were discussed and included:<br>• to be decarbonised by 2035<br>• a 15 year electrification programme<br>• the 7 cities network<br>• replace all HSTs<br>• carry out battery and hydrogen train trials<br>• make double all single track<br>• carry out a 15 year investment plan |
| **2.2.4** | With particular reference to the ECML, it was noted that it is still anticipated that the limitations associated with the Portobello Junction will be addressed in CP6, the second platform improvement at Dunbar is complete and work is continuing on the Scotland East to England Connectivity (SETEC) project. |
| **3.** | **Recommendations** |
| **3.1** | Members are asked to note the report. |

Jim Grieve
**SEStran Partnership Director (RTP Representative on ECMA Officers' Group)**
February 2020

**The Consortium of East Coast Main Line Authorities**

ECMA

## ECMA - 2021 ECML timetable consultation

## Authority

| Tactran |
| --- |

## ECML Stations in within geographical boundary

Montrose
Arbroath
Dundee
Pitlochry
Perth
Gleneagles
Stirling
(Blair Atholl; Dunkeld & Birnam, Dunblane)

## Current offer (December 2019)

Montrose, Arbroath, Dundee
Southbound: 3 trains per day (tpd) to London, 1 tpd to Leeds
Northbound: 3 tpd from London, 1 tpd from Leeds

Pitlochry, Perth, Gleneagles
Southbound: 1 tpd to London
Northbound: 1 tpd from London

Stirling
Southbound: 2 tpd to London
Northbound: 2 tpd from London

Blair Atholl, Dunkeld & Birnam
Southbound: **Sunday Only** 1 tpd to London

Tactran emphasises that direct trains from Tactran stations to/from England are highly valued. Currently as set out above LNER operates a limited amount of services that provide these direct links. Although there is a 30 minute frequency of services between Edinburgh and London, there are only 3 direct trains per day in each direction between Aberdeen and London, 2 direct trains per day between Stirling and London and 1 direct train per day Inverness and London.

There is also a disparity in train speeds and therefore journey times between Edinburgh and London and north of Edinburgh, which investigation shows that average train speed between Edinburgh and London is approximately double the average train speed north of Edinburgh. This disparity will become even greater once the new Azuma trains are fully integrated into the LNER timetable.

In general, Tactran is content with the current stations at which the services call (except Sunday London to Inverness, see below comment).

Therefore, in terms of aspirations for December 2021 ECML timetable Tactran would wish to see:

## Journey Times
### North of Edinburgh
A significant reduction in journey times north of Edinburgh to make the service north of Edinburgh as attractive as the fast journey times between Edinburgh and London. In particular Tactran would wish to see a minimum of a 10-minute reduction in journey times between Edinburgh and Dundee/Perth. Tactran is concerned that the lack of investment in rail infrastructure north of Edinburgh puts this area of Scotland at a significant economic disadvantage.

## Service Frequency
### Aberdeen to London
Ideally Tactran would wish to see a two-hourly frequency of direct services throughout the day, but recognises that without investment in rail infrastructure north of Edinburgh there will be capacity issues achieving this. Therefore, for 2021 Tactran would aspire to retain the existing number of calls at Tactran stations plus the additional following direct services:

Weekday Southbound
An additional early morning service calling at Montrose, Arbroath and Dundee stations to arrive in London between 12:00 and 13:00.

An additional later departing service to London calling at Montrose, Arbroath and Dundee stations, departing around 18:00, possibly replacing the 18:18 Aberdeen to Leeds service.

Weekday Northbound
An additional early morning service from London calling at Dundee, Arbroath and Montrose, to arrive in Aberdeen between 12:00 and 13:00.

An additional later departing service from London at around 18:00 calling at Dundee, Arbroath and Montrose.

Saturday
Saturday services should be similar to Mon to Fri services calling at Tactran stations in quantum and journey times.

Sunday
Additional late afternoon departures northbound from London and southbound from Aberdeen calling at Tactran stations to provide direct services.

**Inverness to London**

Ideally Tactran would wish to see a two-hourly frequency of direct services throughout the day, but recognises that without investment in rail infrastructure north of Edinburgh there will be capacity issues achieving this.  Therefore, for 2021 Tactran would aspire to retain the existing number of calls at Tactran stations plus the additional following direct services:

Weekday Southbound
An additional service calling at Pitlochry, Perth, Gleneagles and Stirling, departing Inverness after 12:00.

Weekday Northbound
An additional early morning service calling at Stirling, Gleneagles, Perth and Pitlochry, departing London around 08:00.

Saturday
Saturday services should be similar to Mon to Fri services calling at Tactran stations in quantum and journey times.

Sunday
An additional afternoon departure southbound from Inverness to London and an additional morning departure northbound from London to Inverness.  Also it is noted that the current 09:40 southbound service from Inverness to London calls at Blair Atholl, Dunkeld & Birnam and Dunblane stations, but the 12:00 northbound service from London to Inverness does not.  It would be good to have a direct service to these stations in both directions on a Sunday, particularly given the tourist nature of the stations.

## Name and Contact Details

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The Consortium of
East Coast Main
Line Authorities

**ECMA - 2021 ECML timetable consultation**

## Authority

| |
|---|
| Nestrans, the Regional Transport Partnership for Aberdeen and Aberdeenshire |

## ECML Stations within geographical boundary

| |
|---|
| Stonehaven<br>Aberdeen |

## Current offer (December 2019)

| Stonehaven and Aberdeen | | | |
|---|---|---|---|
| | Mon-Fri | Sat | Sun |
| Southbound: | 3 trains per day (tpd) to London,<br>1 tpd to Leeds | 3tpd<br>1tpd | 3tpd<br>1tpd |
| Northbound: | 3 tpd from London,<br>1 tpd from Leeds | 3tpd<br>1tpd | 1tpd<br>1tpd |

Nestrans would wish to emphasise the significance of the East Coast Main Line and the LNER and Cross-Country services both in terms of the importance of the competition and market share between Stonehaven and Aberdeen to Edinburgh and also the critical significance of direct through trains connecting Nestrans' stations to/from England, particularly north east England with substantial numbers employed in the area and also links to London.

Despite the significance and the demand, there are only three direct trains per day between Aberdeen and London. Journey times are between 6hours 58 and 7hours 24minutes – with the journey between Aberdeen and Edinburgh timetabled as up to 2hours 38 southbound/2 hours 42 north bound (an average journey speed of less than 50mph).

Journey times and speeds between Aberdeen and Leeds are also slow, with journeys timetabled as up to 6hours 27minutes – just 56-65 mph on average.

In general, the stopping pattern with all LNER trains stopping at Stonehaven and terminating in Aberdeen is acceptable and should be maintained.

Therefore, in terms of aspirations for December 2021 ECML timetable Nestrans would wish to see:

## **Journey Times**
### **North of Edinburgh**
A significant reduction in journey times north of Edinburgh to make the service north of Edinburgh as attractive as the fast journey times between Edinburgh and London. In particular Nestrans would wish to see a minimum of a 10-minute reduction in journey times between Edinburgh and Aberdeen. We are concerned that the lack of investment in rail infrastructure north of Edinburgh puts this area of Scotland at a significant economic disadvantage – in particular the single-track section of the route at Usan, near Montrose is a constraint and impacts on journey times and resilience.

## **Service Frequency**
### **Aberdeen to London**
Ideally, we would wish to see a two-hourly frequency of direct services throughout the day, but recognise that without investment in rail infrastructure north of Edinburgh there will be capacity issues achieving this. However, for 2021 Nestrans would wish consideration of an early morning departure from Aberdeen, which could enable arrival in London in time for lunch/afternoon meetings (eg an 0552 departure, arriving in London Kings Cross before 1300).

Similarly, early and late departures northbound would make the service much more attractive, especially for business travellers.

<u>Sunday</u>
It appears that there is only two northbound direct trains on Saturday and one northbound direct train on a Sunday (1400, arriving in Aberdeen at 2116). This should be changed to replicate at least the Monday-Saturday frequency of three direct trains between London-Aberdeen in both directions.

## Name and Contact Details

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Annex D: Consultation Questions

Q1. What additional training, information or guidance do you think Public Sector Bodies need to help them increase their action on climate change?

Q2. What are your views on the proposed structure for the High Ambition Climate Network of Chief Executives and Elected Members?

SEStran officers act on behalf on the Partnership Board in order to meet the vision and aims of the Partnership and business plans. SEStran support the principle of elected members and senior officers guiding the direction for the climate network with appropriate measures to filter this information to officers at a working level, particularly with regards to reporting progress. Consideration should be given to whether an electronic forum is sufficient to disseminate information from senior level officers to working level officers.

Q3. Do you agree that Public Sector Bodies should be required to set targets for when they will achieve zero direct emissions, and for reduced indirect emissions?

No

SEStran has taken steps to reduce direct and indirect emissions, through the relocation of workplace to within a shared building and a travel hierarchy but due to the irregular nature of travel within a year it is complex to predict total travel and not feasible to offset these emissions in a calculated way. As stated within the document, wider society needs to make collective decisions in order to facilitate the change for all of Scotland, small public bodies such as SEStran may have limited or no influence over certain areas of emission. In addition, with these targets being self set they may not achieve the desired result with targets needing to be recalculated within the first few cycles.

.Q4. Do you agree that Public Sector Bodies should report annually on how they use their resources to contribute to reducing emissions?

Yes

SEStran has fulfilled it's duty since 2014 to annually report and publish emissions as part of the SSN network, and actively report on the impact of it's work through various projects and the benefit they bring to the Partnership and the aims of sustainability in the region.

Q5. Do you agree that the details of what Public Sector Bodies are required to report on should be set out in statutory guidance instead of on the face of secondary legislation (otherwise known as an Order)?

Yes

The flexibility in guidance should be facilitated to allow for easy reporting and alleviate resource pressure. Cognisance must be taken of the reporting standards in order to avoid false reductions through a change in criteria.

Q6. Do you agree to the proposed changes to the list of Public Sector Bodies that are required to annually report their emissions?

Yes / no / don't know

If you answered no, please specify which aspect of the proposal you disagree with and why.

Q7. Do you agree with our proposals for amending the reporting requirements as set out above?

No

Disagree with the proposals of section 3(d) Net-zero emission for the reasons discussed in question 3.

The removal of section 2 places emphasis on adaptation of climate risks and consequences rather than proactive mitigation measures that can be taken to reduce emissions. This shift to adaptation is missing the context of attaining carbon net zero with no emphasis on reduced emissions and decarbonisation.

The consultation document refers to a focus on delivery but the proposals do not specifically lay out how provision will be made to report on Public Bodies action to achieve emissions reduction.

Q8. Is there anything else you think should be added to the reporting duties, or anything else you think should be removed?

Further detail is required on the proposals for sections 4 and 5 and what the new format for these would take. At this time, it is difficult to add further comment from the detail in the consultation document as discussed in question 8.

Q9. Do you agree that Public Sector Bodies should each make their own report on emissions reductions publicly available?

SEStran reports on its Climate Change Duty annually to the Partnership Board where it is scrutinised by members after the submission to SSN. The report is made available through SSN and the accompanying board reports are made available through the SEStran website.

**Introduction.**

SEStran welcomes the opportunity to comment on the City of Edinburgh Council's consultation and is pleased to note that responses will be used by the Council to help shape final proposals.

SEStran supports the principles behind extending bus lane operational hours in Edinburgh. More dedicated operational hours for bus (and taxi and bike) is a means to securing more reliable bus passenger journey times for services within, to and from Edinburgh.

**Policy view.**

SEStran considers that the proposals are strongly aligned to, and support, national commitments around travel behaviours:

-  the significant financial commitment in the Scottish Government's Programme for Government 2019, to initiatives and investment to tackle the negative impact of congestion on bus services.
-  the Scottish Government's Climate Emergency Declaration, which requires coordinated action at all levels of governance,
-  the new investment hierarchy expressed within the draft National Transport Strategy and the adopted road user hierarchy outlined in Designing Streets guidance. Both hierarchies prioritise active and then public transport modes above the facilitation of private vehicle use.

SEStran takes the view that the proposals are strongly aligned to SEStran Regional Transport Strategy 2015-2025, which identifies that key public transport corridors will be more intensely used, and capacity and level of service in these corridors will have to reflect these increasing pressures[1]. Due to regional population growth, commuting pressures in the SEStran region mean bus travel needs to continually, and rapidly improve. There is an urgent need to address increased bus journey times across the region. There is an urgent need to decrease overall numbers of individual car journeys in the region to reduce congestion. The population is increasing, and public transport reliability and numbers of journeys by public transport need to outstrip car-based travel. This will ensure the region's economic growth can be as inclusive as possible to those outside the city.

By extending bus lane operation beyond current peak hours, bus service and journey time reliability can be improved. An extension to the operational hours will have many positive impacts for bus passengers in and beyond the City of Edinburgh Council area.

Bus lanes should be viewed as a key part of a comprehensive set of policy tools to reduce traffic density, alongside 20mph, Low Emission Zones (LEZs), congestion zones, pedestrianisation, one-way streets and complementary regional measures. In fact, only with a wide range of policy interventions including bus lanes, will other initiatives, such as the Council's major LEZ proposals, fully succeed.[2]

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[1] Regional Transport Strategy 2015-2025 pp21-23 Chapter2 "SEStran Area – Key Trends and Issues"
[2] Boogaard et al (2012) say that using a comprehensive set of tools may be the key determinant; "where in addition to the LEZ – **traffic intensity** was reduced 'soot', NO2 and NOX concentrations decreased significantly".

In addition, SEStran considers that the extension of bus lane operating hours may provide better and safer access for bike users on roads where there is no option for bike lane provision. Proposals therefore accord with the established Scottish hierarchy of transport users and may support active travel targets of the Council. However, the interaction of bus and bikes in standard-width bus lanes is not ideal, with competition for space and issues near bus stops. For this reason, SEStran would welcome a longer-term strategy to address this interaction.

**Practical considerations for implementation.**

There is strong justification to increase the operational hours, as currently, bus lane hours do not meet the longer peak hours that are evident on roads into and out of the city (with disbenefit to bus passengers, people travelling by bike and taxi).

However, SEStran notes the Council faces very complex challenges, to try and balance competing needs at bus lane locations where small business loading is also evident. It is difficult to consult on these kinds of policy decisions in isolation of a wider range of transport and movement considerations. It is noted that at this stage, there are no changes proposed to loading, parking or other arrangements. Impacts of bus lane interaction with parking provision are distinct from those associated with loading; for this response we focus on loading only. In locations such as St John's Road in Corstorphine, alternative arrangements for nearby loading are limited. If the Council pursues 12-hour bus lane operation, the view of SEStran is that a comprehensive plan will also be needed, identifying facilities for localised economic activity, commerce and residential access. Without this, it should be noted that optimum performance of the bus lanes can't be fully realised.

The performance of bus lanes under current operational hours can be further improved by more efficient enforcement: the data provided by the Council shows that bus journey times have increased in both peak, as well as off-peak times. A more comprehensive plan to introduce measures such as enforcement will help deliver better performance of the lanes. Lack of enforcement can also have an impact for the safety of those travelling by bike and using bus lanes.

Finally, SEStran considers that there are also other factors that can affect the reliability of journey times, including a loss of bus lane priority through or in advance of key junctions, and from locations or frequency of bus stop on some key routes. Commercial operators also have options to improve journey time reliability, by extending the hours / numbers of express services, or increasing two-door buses on key routes.

**Conclusion.**

The principle of extending bus lane operating times is fully supported. However, to be effective, enforcement is key, for the whole period of bus lane operation.

SEStran recognises the City of Edinburgh Council needs to take steps in delivering significant change, and that there are competing needs that are difficult to resolve in some locations.

SEStran would remain supportive if some amendments were to be made to final proposals, following consultation. This would be the case if the Council were to achieve significant extension of the peak hours and retain some standardised hours for loading related activities outside of bus lane hours (so long as these times are limited, and well outside of evident peak times seen in the city on key routes).