

**Chief Officer Liaison Group Meeting**  
**2:00pm Wednesday 26<sup>th</sup> February 2020, Waverley Court, Room G.23, 4 East Market Street, Edinburgh, EH8 8BG**

**Present:**

Iain Shaw (IS)	City of Edinburgh Council
Lesley Deans (LD)	Clackmannanshire Council
Peter Forsyth (PF)	East Lothian Council
Kevin Collins (KC)	Falkirk Council
Ken Gourlay (KG)	Fife Council
Iain Aikman (IA)	Scottish Borders Council
<b>Jim Grieve (JG) (Chair)</b>	<b>SEStran</b>
Jim Stewart (JS)	SEStran
Hannah Markley (HM)	SEStran
Graeme Malcolm (GM)	West Lothian Council

**Apologies:**

Ewan Kennedy	City of Edinburgh Council
Lindsay Haddow	Midlothian Council

Ref.		Actions
<b>1.</b>	<b>Welcome and Apologies for Absence</b>	
1.1	The Chair welcomed the Officers to the meeting and apologies were noted as above.  Members also introduced themselves to IA from Scottish Borders.	
<b>2.</b>	<b>Minutes</b>	
2.1	<b>Chief Officers Liaison Group (6<sup>th</sup> November 2019)</b> Agreed as a correct record	
<b>3.</b>	<b>Financial reports</b>	
a)	<i>Revenue Budget 2020/21</i>  IS presented the report, outlining the proposed budget which the Board will be asked to consider and reach a decision on at the March	

	<p>meeting. IS explained that the report differs from previous years' reports, as additional budget provision is now proposed for Regional Transport Strategy (RTS) development and Sustainable travel. Match funding for Low Carbon Travel and Transport (LCTT) Challenge Fund project has been removed. Transport Scotland contributed two thirds towards LCTT and SEStran were to contribute the final third. However once reviewed, SEStran could no longer afford the project.</p> <p>b) <i>Finance Officer's Report</i></p> <p>IS presented the quarterly monitoring report on the current year's financial performance, which notes that the budget is currently on track. IS also advised that the current year monitoring forecast is on budget with an underspend of £60k.</p> <p>c) <i>Reserves Policy</i></p> <p>IS mentioned a piece of legislation has been updated for partnerships to hold a reserve. This will allow the carry forward of underspend on specific projects, in addition to building a reserve based on a percentage of the core budget. GM asked if the policy is the same for other RTPs. Iain stated that he used SPTs report as a model and other council reserve policies.</p> <p>The reserve policy will be presented to the Performance and Audit Committee for its review and to the Partnership Board for approval.</p>	
<b>4.</b>	<b>Draft Business Plan 2020/21</b>	
4.1	<p>JG provided a verbal update on SEStran's Business Plan 2020/2021. The draft will be taken to the board in March for approval.</p> <p>JG noted that the format is concise and matches the projects report but there are still a few edits to be completed. GM also agreed the format is well laid out and helpful. One of the aims that comes through in the report is to work with bus companies to reverse declining bus patronage and highlight growth in some parts of the region, for example Fife and East Lothian.</p> <p>JG also mentioned that SEStran will continue to promote the new Thistle Assistance card/app through key influencers and partners. There has been a lot of progress working with other RTPs and the card is currently being advertised on Forth Radio and STV.</p> <p>JG commented that officers may recall SEStran bus and rail forums. SEStran have merged these relatively formal forums; Following that change. In order to be able to work more closely with these public transport operators, SEStran has introduced discrete officer level meetings with both bus and rail personnel, on a quarterly basis. LD questioned who is invited to these meetings. JG advised that they include bus and rail operators, Network Rail and Transport Scotland.</p>	



	<p>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 first PriMaaS Regional Stakeholder Group involved the exchange of good practice with stakeholders. Through this meeting, a baseline was established of the current levels of MaaS integration in the SEStran area. PF highlighted he is happy to share East Lothian MaaS research study. JS stated the stakeholder groups will continue with each authority included. Therefore, the distribution list will need to be reviewed.</p>	
<b>6.</b>	<b>RTS – MIR Update</b>	
6.1	<p>JS advised that SEStran has commissioned Jacobs to compile a Main Issues Report (MIR), to help inform the key transport related issues and opportunities in its region. The first stakeholder meeting is on Thursday 5<sup>th</sup> March. The meeting will involve discussion around the main issues that have been developing - gather views, knowledge and experience of issues and opportunities relating to all kinds of journey or transport in the region.</p> <p>Jacobs have produced a draft of MIR report and SEStran are working with them. A paper will be put to the board for members to give input. The report is to be completed by the end of this financial year. JS will discuss with Jacobs on how to get some information from Clacks and Falkirk.</p> <p>The final draft will be circulated once complete. The report will identify key issues in the RTS and how we're going to deal with them.</p>	JS
<b>7.</b>	<b>Low Emission Zones</b>	
7.1	<p>JS stated that the next Regional LEZ meeting is on the 9<sup>th</sup> March 2020 which is normally well attended. The consultation deadline for LEZ national regulations and guidelines was the 24<sup>th</sup> February 2020. The key theme mentioned in CEC was, what is the regional engagement in a Scottish Governments view.</p> <p>PF questioned whether CEC sent out an invitation to each authority about a 1-1 discussion around the City Mobility Plan.</p>	
<b>8.</b>	<b>RTPI</b>	
8.1	<p>JG explained, SEStran are working with CEC on the new content management system (CMS). The RTPI screens are now well distributed round the region. SEStran have recently entered into a contract with a provider, along with CEC, to provide a service and hardware can be bought at competitive prices to provide the facility.</p> <p>The new CMS is more reliable, a cheaper facility and should be a much-improved service. Additional funds will be used to upgrade the existing Windows 7 PCs that are used in the system to Windows 10 which is necessary to sustain the new system.</p>	

<b>9.</b>	<b>Bus Congestion</b>	
9.1	JG highlighted that First Group has formed a partnership with NEStran and the Aberdeen councils to be able to apply for a share of the £500million Bus Partnership Fund and have approached SEStran to consider a similar partnership for the west of the region. SEStran is keen to work with partners and operators. There may be scope for SEStran to do the same with Stagecoach in Fife.	
<b>10.</b>	<b>Tripshare</b>	
10.1	JS noted that Tripshare has been engaging with partner authorities and has established who the key contacts are. There have been discussions about the facilities to have a parking management system but no takers yet because of staff resource and budget implications. Tripshare could be a usual tool but it's resource intensive and costly. JS reminded everyone that there is a regional level of the Liftshare scheme which SEStran use to collect statistics on emission reduction. There is also a level of Tripshare for each local authority to access statistics for their council area that is funded by SEStran and each individual authority has a workplace Tripshare platform. After brief discussion it was clear that there was no real use of the local authority area statistics. Ongoing costs of scheme for SEStran is an issue and it was agreed that a separate meeting should be convened to discuss Tripshare and how to reduce the overall cost.	<b>JS</b>
<b>11.</b>	<b>ECMA Update</b>	
11.1	JG highlighted the budget for next year has been carried over (170k budget for next year). Prompted by likely RTP budget allocation, Tactran are happy to explore subscription holidays to be considered for next year.  There was an ECMA communications update to the rebranding. Work is underway with proposals to be put to the next Officer's Group meeting in April.  PF asked if Keith Fiskien could attend a meeting at East Lothian Council to present a verbal ECMA update. PF will send KF an email.	<b>PF/KF</b>
<b>12.</b>	<b>Consultation Responses</b>	
a)	<i>LEZ National Regulations and Guidelines: (for noting)</i> Most authorities submitted a LEZ response. Julie Vinders sent a final draft response to SEStran staff and asked for feedback. The consultation response has now been submitted.	
b)	<i>CEC City Mobility Plan: (for noting)</i> Still awaiting consultation response/still to be completed.	

c)	<i>Public Bodies Climate Change Duties:</i> Circulated to members for further comment.	
d)	<i>CEC Bus Lane Operational Hours:</i> Circulated to members for further comment.	
<b>13.</b>	<b>AOCB</b>	
	None	
<b>14.</b>	<b>Date of Next Meeting</b>	
	The date of the next meeting is 2.00pm on <b>Wednesday 27<sup>th</sup> May 2020 in Conference room 3, Victoria Quay, Edinburgh, EH6 6QQ.</b>	