



**Remote Chief Officer Liaison Group Meeting
2:00pm Wednesday 21st October 2020
Microsoft Teams**

Present:

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| Iain Shaw (IS) | City of Edinburgh Council |
| Ruth Gill (RG) | City of Edinburgh Council |
| Peter Forsyth (PF) | East Lothian Council |
| Kevin Collins (KC) | Falkirk Council |
| Ken Gourlay (KG) | Fife Council |
| Lindsay Haddow (LH) | Midlothian Council |
| Graeme Johnstone (GJ) | Scottish Borders Council |
| Andrew Ferguson (AF) | SEStran |
| Jim Stewart (JS) (Chair) | SEStran |
| Hannah Markley (HM) | SEStran |
| Julie Vinders (JV) | SEStran |
| Graeme Malcolm (GM) | West Lothian Council |

Apologies:

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| Ewan Kennedy | City of Edinburgh Council |
| Nicola Gill | West Lothian Council |
| Lesley Deans | Clackmannanshire Council |
| Jim Grieve | SEStran |
| Anna Herriman | SEStran |
| Keith Fisker | SEStran |

| Ref. | | Actions |
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| 1. | Welcome and Apologies for Absence | |
| 1.1 | The Chair welcomed the Officers to the meeting and apologies were noted as above. | |
| 2. | Minutes | |
| 2.1 | <i>Wednesday 19th August 2020</i> Agreed as a correct record subject to an action below. | |

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| | <p>Trapeze – RTPI Proposal (Item 4.1) – Keith Fisken is having discussions with Local Authority (LA) partners regarding data collection issues. SEStran will ask Trapeze for some training to resolve the issue. Keith Fisken will report back to Chief Officers with timescales.</p> <p>National Cycle Training (Item 5.1) – JS will give officers a further update at the next meeting.</p> | <p>Keith Fisken</p> <p>JS</p> |
| 3. | Financial Reports | |
| a) | <p><i>Audited Annual Accounts 2019/20</i></p> <p>IS mentioned the report is still in progress, number one priority is to get the audit papers to the next Performance & Audit committee. Still preparing responses to questions, so unable to say what outcome will be anticipated. There will be a report on this years' current monitoring to the Partnership Board and Iain did not anticipate any problems.</p> | |
| b) | <p><i>Financial Planning 2021-24</i></p> <p>IS noted there has been no progress on the 3-year report, based on the current environment/circumstances. IS will have a discussion with Jim Grieve on how to progress the report. There may be a possibility to produce a 1-year budget report.</p> | |
| 4. | Tripshare/Liftshare | |
| 4.1 | <p>JS noted SEStran have been awarded a 12-month contract at a reduced level of service. JS will send a short note to officers to describe the next steps going forward. There will be no active promotion in the next 12 months. JS also asked officers who would be the best contact for each LA to have further discussions with.</p> | JS |
| 5. | DRT/ MaaS Investment Fund Update | |
| 5.1 | <p>JV gave a brief update on the MaaS Investment Fund. The PriMaaS project started in August 2019 which focuses on policy development. A stakeholder group has been set up and the first round of funding for 3 projects from the MaaS investment fund has concluded. The second round of funding will be available in November 2020 and the full application process will open in January. JV noted SEStran are currently considering proposals and are keen to do something around mobility as a service because MaaS will help optimise operator services.</p> <p>AF gave a brief update on DRT. In March 2020, SEStran published a study by Systra, about potential commercial DRT to help in the SEStran area.</p> <p>SEStran is currently liaising with Viavan and other commercial DRT providers. Viavan's Kent project appears to have worked because bus</p> | |

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| | <p>patronage has gone up and there has been more efficient use of vehicles (improved air quality & less miles travelled). The data gathered from DRT operations can also then be used to develop new fixed line routes.</p> <p>SEStran are working with 5 constituent local authorities to look at working with commercial DRT partners to create a platform with a view to bidding into the second round of the MaaS Investment Fund. There have also been fruitful discussions with Tactran and HiTrans about their Round 1 bids. Fife is currently running a simulation exercise with Viavan to establish if their systems could boost the current North East Fife DRT operation.</p> <p>Another meeting with West Lothian is scheduled to establish if commercial DRT could assist in their area; a meeting is also planned with East Lothian, to discuss joint working on their plans for DRT and mobility hubs in their area, as this is being discussed at the TAB Board. PF confirmed that East Lothian are also looking to bid into the MaaS Investment Fund.</p> | |
| 6. | RTS Update | |
| 6.1 | <p>JS highlighted the RTS notice is now advertised on Public Contracts Scotland. There will be an engagement period with each LA in the new year (case for change, interventions etc). JS will give a further update at the next Chief Officers meeting.</p> | JS |
| 7. | AOCB | |
| 7.1 | <p>AF mentioned SEStran have finalised the response to the Highway Code consultation and will circulate the response to Chief Officers. The deadline to submit the consultation is Thursday 28th October 2020.</p> <p>GM noted there is current consultation on the road safety framework and the closing date is early December 2020. GM asked if SEStran were preparing a response. JS will discuss with Jim Grieve.</p> | JS |
| 8. | Date of Next Meeting | |
| 8.1 | The date of the next meeting is TBC. | |