SESTRAN PARTNERSHIP BOARD MEETING

Remote Meeting via MS Office Teams
10:00am Friday 20th November 2020

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2. APOLOGIES
3. DECLARATIONS OF INTEREST

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The date of the next meeting is **10:00am on Friday 19th March 2021** and will be held remotely via Microsoft Office Teams.
Subject to approval of Item A8. Programme of Meetings 2021.

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Gavin King
Secretary to SESTRAN
Democracy, Governance and Resilience Senior Manager
Strategy & Communication Division
The City of Edinburgh Council
Waverley Court 2.1
Edinburgh
EH8 8BG

13th November 2020

Telephone: 0131 529 4239 or E-mail: gavin.king@edinburgh.gov.uk

Agendas and papers for all SEStran meetings can be accessed on www.sestran.gov.uk

SEStran Partnership Board Minutes

10am, Friday 19 June 2020

Microsoft Teams

Present	Name	Organisation Title
	Cllr Gordon Edgar (Chair)	Scottish Borders Council
	Laura Alexander	Non-Councillor Member
	Cllr Donald Balsillie	Clackmannanshire Council
	Cllr Colin Davidson	Fife Council
	Cllr Dave Dempsey	Fife Council
	Cllr Karen Doran	City of Edinburgh Council
	Cllr Ian Ferguson	Fife Council
	Cllr Jim Fullarton	Scottish Borders Council
	Vivienne Gray	Non-Councillor Member
	Callum Hay	Non-Councillor Member
	Cllr Norman Hampshire	East Lothian Council
	Simon Hindshaw	Non-Councillor Member
	Cllr Craig Hoy	East Lothian Council
	Cllr Russell Imrie	Midlothian Council
	Richard Llewellyn	Non-Councillor Member
	Cllr Claire Miller	City of Edinburgh Council
	Cllr Cathy Muldoon	West Lothian Council
	Cllr Laura Murtagh	Falkirk Council
	Cllr Cameron Rose	City of Edinburgh Council
	Cllr Peter Smaill	Midlothian Council
	Dr Doreen Steele	Non-Councillor Member
	Catherine Thomson	Non-Councillor Member
	Barry Turner	Non-Councillor Member
	Paul White	Non-Councillor Member

In Attendance

Kevin Collins	Falkirk Council
Keith Fisken	SEStran
Peter Forsyth	East Lothian Council
Nicola Gill	West Lothian Council
Jim Grieve	SEStran
Anna Herriman	SEStran
Hannah Markley	SEStran
Graeme Johnstone	Scottish Borders Council
Gavin King	City of Edinburgh Council (Secretary)
Graeme Malcolm	West Lothian Council
Martin Scott	City of Edinburgh Council
John Mitchell	Fife Council
Iain Shaw	City of Edinburgh Council
Jim Stewart	SEStran
Julie Vinders	SEStran
Andrew Ferguson	SEStran

Apologies for Absence	Cllr David Key	City of Edinburgh Council
	Cllr Lesley Macinnes	City of Edinburgh Council
	Cllr Chris Horne	West Lothian Council
	Cllr Paul Garner	Falkirk Council
	Ken Gourlay	Fife Council
	Douglas Proudfoot	East Lothian Council

A1. Minutes

Decision

1) To agree the minute of the SEStran Partnership Board of 6 December 2019 as a correct record.

2) To agree the minute of the Performance and Audit Committee of 6 March 2020 as a correct record.

3) To agree the minute of the Performance and Audit Committee of 5 June 2020 as a correct record.

A2. Use of Delegated Powers in the Light of Board Cancellation

The Board meeting scheduled for 20th March 2020 had to be cancelled due to the pandemic crisis and subsequent restrictions on gatherings. Details were provided of the decisions made under delegated powers in the absence of a Board meeting.

Decision

To note the decisions progressed under paragraph 40 of Standing Orders.

(Reference – report by the Partnership Director, submitted)

A3(a). Unaudited Annual Accounts 2018-19

The unaudited annual accounts for the year ended 31 March 2020 were presented.

Decision

1. To note the unaudited accounts.
2. To note that the audited Annual Accounts, incorporating the External Auditor's report, would be presented to the Performance and Audit Committee and Partnership Board in September 2020.

(Reference – report by the Treasurer, submitted)

A3(b). Annual Treasury Management Strategy

The Partnership had adopted the CIPFA Code of Practice on Treasury Management in the Public Sector, and under the code, an Annual Report on Treasury Management must be submitted to the Partnership after the end of each financial year. The Annual Treasury Report for 2019/20 was presented.

Decision

To note the Annual Treasury report for 2019/20.

(Reference – report by the Treasurer, submitted)

A4. New Regional Transport Strategy – Main Issues Report Update

An update on progress to develop the new Regional Transport Strategy (RTS), as agreed by the Board on 21 June 2019 was provided. The update covered the period of MIR development just prior to the cancelled 20 March 2020 Board meeting.

The preliminary 'Main Issues' stage of the RTS was complete, and preparations for the next stages of the RTS's development were substantially prepared.

A review of the RTS delivery programme was recommended to take account of any required changes in relation to Covid-19.

Decision

1) To note the content of the report.
2) To note the requirement to review the delivery programme to take account of the resource effects and consequences to transport delivery of COVID-19.
3) To agree that, to minimise potential delays to the ongoing progress of the project, approval of a revised programme for delivery of the RTS was delegated

to the Partnership Director in consultation with the Chair following the detailed review.

4) To build in a formal review of the Regional Transport Strategy development in 18 months.

(Reference – report by the Strategy and Projects Officer, submitted)

A5. Establishment of South East Scotland Transport Transition Group

On 26 May 2020, Transport Scotland published its Transport Transition Plan. The Plan provided further guidance on how the transport implications of the Scottish Government's Route Map to recovery from the Covid-19 pandemic crisis would be managed and how the transport sector could increase service levels whilst maintaining physical distancing measures. One of the actions arising from the Transport Transition Plan was the establishment of regional Transport Transition groupings for the Edinburgh and Glasgow areas, as well as the creation of a national level advisory grouping.

As a key partner with a regional statutory role and perspective, SEStran was tasked with leading the co-ordination of a Project Plan for the South East of Scotland Transport Transition Group, to support the rapid development of a set of regional measures to address the anticipated problems associated with the easing of lockdown, particularly those relating to public transport where capacity would be substantially reduced as a result of required physical distancing.

Decision

1) To note the progress made in a short timescale towards pulling together a Regional Transition Plan.

2) To agree to SEStran's involvement as detailed in section 2.4 of the report by the Partnership Director.

(Reference – report by the Partnership Director, submitted)

A6. Projects Performance Report

An update was provided on the progress of the various projects SEStran delivered. The update covered the position on Covid-19 in relation to project delivery and consultancy services required this financial year.

Decision

1) To note the content of the report and progress on current projects.

2) To approve the realignment of funds from Real Time Passenger Information as outlined in paragraph 3.1 of the report.

3) To approve the Grant award outlined in Section 2.3 of the SEStran Projects Update Report (Appendix 1), of £64,000 to West Lothian Council.

(Reference – report by the Senior Partnership Manager, submitted)

A7. Date of Next Meeting

Decision

To note that the next meeting would be held on Friday 25 September 2020 at 10am.

B1. Risk Management Report

The biannual update on the risk register was presented as part of the Partnership's overall risk management framework.

The risk register had been submitted to the Performance and Audit Committee at its meeting on 5 June for comments and these were reflected in the final risk register.

Decision

To note the report.

(References – Performance and Audit Committee 5 June 2020 (item A7); report by the Senior Partnership Manager, submitted)

B2. Consultation Responses

(a) City Plan 2030 and City Mobility Plan

SEStran had responded to the joint consultation on the City of Edinburgh Council's City Plan 2030 (Local Development Plan) and City Mobility Plan. Given that the two plans were inextricably linked, a single response had been submitted in addition to online responses to both questionnaires.

Decision

To note the terms of the consultation response.

(Reference – report by the Project Officer, submitted)

B3. Minutes

Decision

To note the minute of the Chief Officers Liaison Group meeting of 27 May 2020.

GO SEStran
South East of Scotland Transport Partnership

PERFORMANCE & AUDIT COMMITTEE
REMOTE MEETING VIA MS OFFICE TEAMS
ON FRIDAY 11 SEPTEMBER 2020 10:00am

PRESENT:	Name	Organisation Title
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Dempsey	Fife Council
	Councillor Fullarton	Scottish Borders Council
	Councillor Murtagh	Falkirk Council
	Councillor Rose	City of Edinburgh Council
	Callum Hay	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Barry Turner	Non-Councillor Member

IN ATTENDANCE:	Name	Organisation Title
	Angela Chambers	SEStran
	Andrew Ferguson	SEStran
	Jim Grieve	SEStran
	Anne Herriman	SEStran
	Gavin King	City of Edinburgh Council
	Martin Scott	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Karen Jones	Scott Moncrieff
	Gail Dick (for item C1)	HR Advisor

Action by

A1. ORDER OF BUSINESS

It was confirmed that there was no change to the order of business.

A2. APOLOGIES

Apologies were received from Councillor Horne and Simon Hindshaw

A3. DECLARATION OF INTERESTS

None.

A4. MINUTES

1) To approve the minute of the Performance and Audit Committee of 5 June 2020 as a correct record.

2) To record the Chairs thanks to Cllr Dempsey for chairing the Performance and Audit Committee of 5 June 2020.

A5. EXTERNAL AUDIT ANNUAL REPORT 2019/20 AND AUDITED

ANNUAL ACCOUNTS 2019/20

A verbal update was provided on the External Audit Annual Report 2019/20 And Audited Annual Accounts 2019/20. Members noted the following:

- The Partnership's unaudited annual accounts for 2019/20 were passed to the external auditor by the statutory deadline of 30 June.
- In accordance with relevant regulations, the unaudited annual accounts were published on the Partnership's website by 30 June 2020 and made available for public inspection from 1 July 2020 for a period of 15 working days.
- The supplementary provisions contained within the Coronavirus (Scotland) Act 2020 allow SEStran, in consultation with their external auditors, to defer reporting to those charged with governance by up to two months i.e. from the end of September until the end of November.
- The supplementary provisions reflect the additional logistical challenges of obtaining appropriate audit assurance within a remote working environment, particularly where access to supporting physical records may not be available.
- For the 2019/20 External Audit and publication of the Audited Annual Accounts, it is likely there will be a delay to the reporting of the audit outcome. Partnership Members would be kept informed of the position and revised timescales.
- As in previous years, it was planned that the audited annual accounts and auditor's report would be submitted to the Performance and Audit Committee and then presented for approval by the Partnership Board.

Decision

1) To note the verbal update.

2) To note that the audited annual accounts and auditor's report would be submitted to the rescheduled Performance and Audit Committee on 6 November 2020.

A6. DRAFT ANNUAL REPORT 2019/20

The Committee considered the draft annual report which detailed the proposed text which would form the basis of SEStran's Annual Report 2019/20.

The annual report provided an overview of SEStran's project portfolio; it highlighted the contributions that SEStran had made to the region over the last year, in line with the agreed objectives of the Regional Transport Strategy (RTS) and SEStran's annual Business

Plan.

The Committee suggested a number of changes to the Annual Report which officers agreed to reflect in the final draft. These suggestions included:

- To include a sentence on where the future lies in terms of the Partnerships involvement with European Projects.
- To include details on the reconvened Roles and Responsibilities Working Group, looking at regional governance.
- To amend the wording error in the quote from Councillor Colin Davidson under the Levenmouth Rail Link heading.
- A request should be made to Non-Councillor Members to send in a suitable photograph if they would like to appear in the publication.
- Insert a paragraph about the ongoing need to have a conversation at regional level with bus companies to try and engage them into acknowledging and understanding the challenges for people getting around.

Decision

Subject to the suggestions at the meeting being incorporated to the final version, to note the contents of the draft Annual Report 2019/20 and to note it would be presented to the Partnership Board for approval prior to publication.

(Reference – report by the Partnership Manager, submitted)

A7. PROJECTS PERFORMANCE

An update was provided on the current status and progress with SEStran's projects. Where relevant the report covered the position on COVID-19 in relation to project delivery this financial year.

Decision

To note the report.

(Reference – report by the Partnership Manager, submitted)

A8. DATE OF NEXT MEETING

Friday 6 November 2020 at 10.00am

C1 PARTNERSHIP MANAGEMENT

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during

consideration of items 2, 3 and 4 of the minute for the reason that they involved the likely disclosure of exempt information as defined in Paragraphs 1 and 6 of Part 1 of Schedule 7(A) of the Act.

A report was considered in relation to the Partnership's management arrangements

Decision

Detailed in the Confidential Schedule, signed by the Chair, with reference to this minute.

(References – SEStran Performance and Audit Committee 8 March 2019 (item A11); report by the Partnership Secretary, submitted)

GO SEStran
South East of Scotland Transport Partnership

PERFORMANCE & AUDIT COMMITTEE

REMOTE MEETING VIA MS OFFICE TEAMS
ON FRIDAY 6 November 2020
10AM

PRESENT:	Name	Organisation Title
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Dempsey	Fife Council
	Councillor Fullarton	Scottish Borders Council
	Councillor Murtagh	Falkirk Council
	Councillor Rose	City of Edinburgh Council
	Callum Hay	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Barry Turner	Non-Councillor Member

IN ATTENDANCE:	Name	Organisation Title
	Angela Chambers	SEStran
	Jim Grieve	SEStran
	Anna Herriman	SEStran
	Martin Scott	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Karen Jones	Azets

Action by

A1. ORDER OF BUSINESS

It was confirmed that there was no change to the order of business.

A2. APOLOGIES

Apologies were received from Councillor Horne, Councillor Hoy and Gavin King

A3. DECLARATION OF INTERESTS

Councillor Cameron Rose declared a non-financial interest in item 5 - External Audit Annual Report 2019/20 and item 6 - Finance Reports, as a quasi-Trustee of the Lothian Pension Fund.

A4. MINUTES

To approve the minute of the Performance and Audit Committee of 11 September 2020 as a correct record subject to adding a non-financial declaration of interest for Cllr Cameron Rose for Item 5 - External

Audit Annual Report 2019/20 and Audited Annual Accounts 2019/20 – as a quasi-Trustee of the Lothian Pension Fund.

A5. EXTERNAL AUDIT ANNUAL REPORT 2019/20

The 2019/20 Annual Audit Report from the independent external auditors was presented.

The external auditors found that the Annual Governance Statement was consistent with the financial statements and had been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016). The Partnership had appropriate systems in place to record, process, summarise and report financial and other relevant data. The external auditors had not identified any significant weaknesses or governance issues in the Partnership's accounting and internal control systems throughout the period or as a result of remote working during the COVID-19 pandemic.

Its key observation in terms of financial sustainability was that the three-year financial plans (commencing 2020/21) had been developed in 2019/20 and approved by the Partnership.

Decision

1) To note the Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit.

2) To note the Action Plan points and management responses at Appendix Two.

3) To refer the Annual Audit Report to the meeting of the Partnership Board on 20th November 2020.

(Reference – report by the External Auditor, submitted)

A6. Finance Reports

(a) Audited Annual Accounts 2019/20

The audited accounts for the year ended 31 March 2020 were presented.

Decision

1) To note the audited accounts and the Auditor's opinion in the audit certificate.

2) To refer the Audited Annual Accounts to the Partnership Board for approval.

(Reference – report by the Treasurer, submitted)

(b) Financial Planning 2021/22 to 2022/23

An update was provided on the financial planning being progressed for the Partnership for the 2021/22 revenue budget, with indicative financial plans for 2022/23.

Decision

To note the update on the financial planning assumptions being progressed for the Partnership for the 2021/22 revenue budget and indicative financial plans for 2022/23.

(Reference – report by the Treasurer, submitted)

(c) Treasury Management – Mid-Term Review

Details were provided of the investment activity undertaken on behalf of the Partnership during the first half of the 2020/21 Financial Year.

Decision

1) To the investment activity undertaken on behalf of the Partnership

2) To refer the report to the Partnership Board for noting.

(Reference – report by the Treasurer, submitted)

A7. RISK MANAGEMENT

A six-monthly update of the Risk Register was provided to the Committee.

Decision

1) To note the Risk Register.

2) To note that the arrangement for the re-appointment of non-Councillor members remained in accordance with Regional Transport Partnerships guidance on membership.

3) To note that a final version of the Risk Register would be presented to Partnership Board for noting.

(Reference – report by the Business Manager, submitted)

A8. PROJECT PERFORMANCE REPORT

Information was provided on the current status and progress of the various projects SEStran was involved in. Where relevant any impacts on project progress arising from Covid-19, including those affecting progress or delivery by suppliers or partners were noted.

Decision

1) To note progress on current projects and that the report would be presented to the next Partnership Board following this Committee.

2) To note that a breakdown of the Attitudinal Survey & Data Collection project would be reported to a future meeting of the Performance and Delivery Committee.

3) To note that details would be included on how the GO E-Bike project was being promoted in Buckhaven and that consideration would be given on how to link up with local newspapers to increase publicity of the project.

4) To note that consideration would be given to hosting a meeting of the SEStran Performance & Audit Committee at a Mobility Hub when physical meetings were permitted to allow members to view a Mobility Hub as part of their performance and audit duties.

(Reference – report by the Senior Partnership Manager, submitted)

A9. DATE OF NEXT MEETING

Friday 5 March 2021 at 10.00am - subject to approval by the Partnership Board.

2019/20 Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit

1. Introduction

1.1 The Annual Audit Report summarises the findings arising from the Partnership's 2019/20 external audit.

2. Main Report

2.1 The unaudited Annual Accounts were noted by the Partnership at its meeting on 19th June 2020 and submitted to the appointed external auditor – Scott-Moncrieff - by the required date of 30 June 2020. During the course of the audit, Scott-Moncrieff was rebranded as Azets. The auditor's report is therefore issued under the Azets name.

2.2 Schedule 6 of the Coronavirus (Scotland) Act 2020 allows a local government body to postpone publishing the audited accounts until it is reasonably practicable. The Scottish Government provided guidance on this in Finance Circular 10/2020. The guidance advises that 30 November should be considered a reasonably practicable date for publishing the audited accounts. Audit Scotland revised the deadline for auditors to submit the audited annual accounts from 30 September to 30 November 2020.

2.3 In discharging its work, the external auditor is required to comply with Audit Scotland's revised Code of Audit Practice and ISA260: Communications with those charged with governance.

2.4 An unqualified opinion has been given on the financial statements and other prescribed matters. The Auditor's opinion states that the financial statements present a true and fair view of the financial position of the Partnership as at 31st March 2020 and its income and expenditure for the year then ended.

2.5 Two adjustments were made to the unaudited annual accounts:

- an adjustment of £-15,000 was made to the net pension liability, following confirmation by the Partnership's Actuary of the adjustment required for the McLeod judgement;
- An adjustment of £-26,362 was made for an invoice incorrectly accrued.

2.6 There were no unadjusted differences to the unaudited annual accounts.

2.7 The key messages from the audit are presented on pages 3 to 5 of the External Audit report. Action points for the Partnership to address, with management responses provided by the Partnership, including assigned responsibility and associated timescale for implementation, are shown in Appendix 2 at pages 31 to

41. Appendix 2 also summarises progress made in implementing the recommendations contained in previous years' reports.

2.8 The Performance and Audit Committee reviewed the Annual Audit Report at its' meeting on 6th November 2020.

3 Recommendations

It is recommended that the Partnership Board note:

3.1 the Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit;

3.2 the Action Plan points and management responses at Appendix Two.

Hugh Dunn
Treasurer
20th November 2020

Appendix	Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit
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 following issue of an unqualified Audit certificate.
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.

AZETS

South East of Scotland Transport Partnership

2019/20 Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit

November 2020

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Key messages

Annual report and accounts audit

We report within our independent auditor's report unqualified opinions on the financial statements and on other prescribed matters. There are no matters which we are required to report by exception.

We specifically updated our risk assessment and audit plan in light of the COVID-19 pandemic and recognised this as a key audit risk. Our findings as they relate to this risk are documented under each section of this report.

Our thanks go to management and staff for their assistance with our work.

Wider scope audit

As outlined in our External Audit Plan, our annual audit work in respect of our wider scope audit responsibilities was restricted to:

- Audit work to allow conclusions to be made on the appropriateness of the disclosures in the Annual Governance Statement; and
- Consideration of the financial sustainability of the organisation and the services that it delivers over the medium and longer term.

Our conclusions and key observations are set out below:

Governance statement

- We have reviewed the Annual Governance Statement and have concluded that it is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government Framework (2016).
- The Partnership has appropriate systems in place to record, process, summarise and report financial and other relevant data. We have not identified any significant weaknesses or governance issues in the Partnership's accounting and internal control systems throughout the period or as a result of remote working during the COVID-19 pandemic.

Financial sustainability

- Three year financial plans (commencing 2020/21) have been developed in 2019/20 and approved by the Partnership. The Partnership continues to progress and update its future financial plans, taking into account the COVID-19 pandemic, through a review of its three year planning assumptions.
- The Partnership note in the annual accounts that, as a result of the COVID-19 pandemic, through some modification to project methodologies and by making the most of available technologies to support consultation, engagement and project meetings, it has so far been possible to progress all areas of the Partnership's work.

Conclusion

This report concludes our audit for 2019/20. Our work has been performed in accordance with the Audit Scotland Code of Audit Practice, International Standards on Auditing (UK) and Ethical Standards.

Azets
November 2020

Introduction

This report is presented to those charged with governance and the Controller of Audit and concludes our audit of South East of Scotland Transport Partnership (the "Partnership") for 2019/20.

We carried out our audit in accordance with Audit Scotland's Code of Audit Practice. This report also fulfils the requirements of International Standards on Auditing (UK) 260: *Communication with those charged with governance.*

The Partnership's Performance and Audit Committee is designated as "those charged with governance".

Introduction

1. This report summarises the findings from our 2019/20 audit of South East of Scotland Transport Partnership ("the Partnership").

2. We outlined the scope of our audit in our External Audit Plan, which we presented at the outset of our audit. The core elements of our work include:

- an audit of the 2019/20 annual accounts and related matters;
- consideration of the Partnership's arrangements against the audit dimensions within the Code of Audit Practice (Exhibit 1); and
- any other work requested by Audit Scotland.

Exhibit 1: Audit dimensions within the Code of Audit Practice

3. The Partnership is responsible for preparing annual accounts which show a true and fair view and for implementing appropriate internal control systems. The weaknesses or risks identified are only those that have come to our attention during our normal audit work and may not be all that exist. Communication in this report of matters arising from the audit of the annual accounts or of risks or weaknesses does not absolve management from its responsibility to address the issues raised and to maintain an adequate system of control.

4. We would like to thank all management and staff for their co-operation and assistance during our audit.

Confirmation of independence

5. International Standards on Auditing in the UK (ISAs (UK)) require us to communicate on a timely basis all facts and matters that may have a bearing on our independence.

6. We confirm that we complied with the Financial Reporting Council's (FRC) Ethical Standards. In our professional judgement, the audit process is

independent, and our objectivity has not been compromised in any way.

7. We set out in Appendix 1 our assessment and confirmation of independence.

Adding value through the audit

8. All of our clients demand of us a positive contribution to meeting their ever-changing business needs. Our aim is to add value to the Partnership through our external audit work by being constructive and forward looking, by identifying areas of improvement and by recommending and encouraging good practice. In this way, we aim to help the Partnership promote improved standards of governance, better management and decision making and more effective use of resources.

Feedback

9. Any comments you may have on the service we provide, the quality of our work and our reports would be greatly appreciated at any time. Comments can be reported directly to any member of your audit team.

Openness and transparency

10. This report will be published on Audit Scotland's website www.audit-scotland.gov.uk.

Annual accounts

The Partnership's annual accounts are the principal means of accounting for the stewardship of its resources and its performance in the use of those resources.

In this section we summarise the findings from our audit of the 2019/20 annual accounts.

Annual accounts

An unqualified audit opinion on the annual accounts

The annual accounts for the year ended 31 March 2020 are due to be approved by the Partnership on 20 November 2020. Our independent auditor's report includes an unqualified opinion on the annual accounts and on other prescribed matters.

Overall conclusion

11. The annual accounts for the year ended 31 March 2020 are due to be considered by the Performance and Audit Committee on 6 November 2020 and approved by the Partnership on 20 November 2020. We intend to report within our independent auditor's report:
    - An unqualified opinion on the annual accounts; and
    - An unqualified opinion on other prescribed matters.

12. We are also satisfied that there were no matters which we are required to report by exception.

Our assessment of risks of material misstatement

13. The assessed risks of material misstatement described in the table below are those that had the greatest effect on our audit strategy, the allocation of resources in the audit and directing the efforts of the audit team. Our audit procedures relating to these matters were designed in the context of our audit of the annual accounts as a whole, and not to express an opinion on individual accounts or disclosures. Our opinion on the annual accounts is not modified with respect to any of the risks described below.

Our assessment of risks of material misstatement and how the scope of our audit responded to those risks

Management override
In any organisation, there exists a risk that management has the ability to process transactions or make adjustments to the financial records outside the normal financial control processes. Such issues could lead to a material misstatement in the financial statements. This is treated as a presumed risk area in accordance with ISA (UK) 240 - *The auditor's responsibilities relating to fraud in an audit of financial statements.*

Noted in the 2019/20 External Audit Plan

14. We have not identified any indications of management override in the year. We have reviewed the Partnership's accounting records and obtained evidence to ensure that transactions outside the normal course of business were valid and accounted for correctly. We have also reviewed management estimates and the journal entries processed in the period and around the year end. We did not identify any areas of bias in key judgements made by management and judgements were consistent with prior years.

Revenue recognition
Under ISA (UK) 240- *The auditor's responsibilities relating to fraud in an audit of financial statements* there is a presumed risk of fraud in relation to revenue recognition. The presumption is that the Partnership could adopt accounting policies or recognise revenue transactions in such a way as to lead to a material misstatement in the reported financial position.

Noted in the 2019/20 External Audit Plan

15. At the planning stage of our audit cycle, we reported that for Scottish Government grant funding and council requisitions, the risk of revenue recognition could be rebutted due to a lack of incentive and opportunity to manipulate revenue of this nature. Our assessment of this risk has been reviewed throughout the audit and our conclusion to rebut this risk in respect of Scottish Government grant funding and council requisitions has remained appropriate.

16. For all other income streams, we have gained reasonable assurance over the completeness and occurrence of income and are satisfied that income is fairly stated in the annual accounts. To inform our conclusion, we reviewed the controls in place over revenue

accounting. We also considered the Partnership's revenue recognition policy and carried out testing to confirm that the policy was consistently applied throughout the year.

Risk of fraud in the recognition of expenditure

In 2016, the Public Audit Forum issued Practice Note 10 "*The Audit of Public Sector Financial Statements"* which applies to the audit of public sector financial statements for periods commencing after June 2016. This Practice Note recognises that most public sector bodies are net spending bodies and notes that there is an increased risk of material misstatement due to improper recognition of expenditure.

Noted in the 2019/20 External Audit Plan

17. We have evaluated each type of expenditure transaction and documented our conclusions. We have gained reasonable assurance on the completeness and occurrence of expenditure and are satisfied that expenditure is fairly stated in the annual accounts. To inform our conclusion, we carried out testing to confirm that the Partnership's policy for recognising expenditure is appropriate and has been applied consistently throughout the year.

Pension assumptions

An actuarial estimate of the pension fund asset/liability is calculated on an annual basis under IAS 19 and on a triennial funding basis by an independent firm of actuaries with specialist knowledge and experience. The estimates are based on the most up to date membership date held by the pension fund and have regard to local factors such as mortality rates and expected pay rises with other assumptions around inflation when calculating the liabilities. There is a risk that the assumptions used are not appropriate.

Noted in the 2019/20 External Audit Plan

18. We reviewed the reasonableness of those assumptions used in the calculation against other local government pension fund actuaries and other observable data, with no issues identified. In addition we reviewed the information in the actuarial report for completeness and accuracy against the published pension fund data.

19. We have considered the competence, capability and objectivity of the actuary in line with the requirements of ISA (UK) 500 'Audit Evidence'. From this review we did not identify any items which gave us cause for concern over the suitability of the actuary.

20. The net pension liability within the audited annual accounts has been revised to take account of the latest reliable, available information on the 'McCloud Judgement':

McCloud judgement

21. This case relates to an employment tribunal ruling that transitional provisions impacting on a public sector final salary scheme were unlawfully age discriminatory. This was upheld in the Courts in December 2018 although the Government at that stage sought leave to appeal this judgement. In June 2019, the Supreme Court rejected the Government's request for a further appeal.

22. In July 2020, the Government released its consultation on applying the remedy to address the age discrimination inherent within the transitionary protections that were adopted by the public service schemes in 2014 and 2015. The SPPA on behalf of Scottish Ministers also released a consultation document which sets out its preferred policy approach for remedying the discrimination in the Local Government Pension Scheme. The Partnership's Actuaries highlighted that the remedy consultation could have a material impact on the treatment of McCloud in the March 2020 actuarial pension valuations.

23. Estimates require to be based on the latest available, reliable information, including information that becomes available after 31 March. The issue of the consultation paper from SPPA on the McCloud judgement is an adjusting event as it provides evidence of conditions that existed as at 31 March 2020.

24. The financial effect of this pension issue is a past service gain of £15,000. As a consequence, the net pension liability of £676,000 as reported in the unaudited annual accounts is now a net pension liability of £661,000.

Goodwin tribunal

25. The Goodwin tribunal relates to a recent employment tribunal that changes the pension entitlement of male survivors in opposite sex marriages to take into account the female member's service from 6 April 1978. Previously, the male spouse survivor's entitlement was based on service accrued from 6 April 1988. The change is backdated to 5 December 2005. The change therefore affects the pension of male spouse survivors where their entitlement arose (i.e. where the female member died) on or after 5 December 2005.

26. Management instructed its Actuaries to calculate an estimated cost of the Goodwin impact on the Employer's future obligations. The Actuaries estimated that the closing obligations as at 31 March 2020 may be around 0.01% higher as a result of the Goodwin tribunal.

Based on this information, management assessed the impact on the Partnership's pension liability to be immaterial and no adjustment has been made in respect of the Goodwin tribunal.

Update to our initial risk assessment

27. Planning is a continuous process and our audit plans are updated during the course of our audit to take account of developments as they arise. We have specifically updated our risk assessment and audit plan in light of COVID-19. We recognised this as a key audit risk[1].

COVID-19

The COVID-19 pandemic is presenting unprecedented challenges to the operation, financial management and governance of organisations, including public sector bodies. Core areas of service delivery have been suspended or substantially reduced, systems and processes have been amended to support remote working, arrangements for governance, decision making and performance management have been adapted, and many organisations are forecasting large operating deficits due to loss of income and/ or additional cost pressures. It is uncertain how long these challenges will persist.

The implications of these risks and uncertainties are under consideration by the Partnership. We continue to monitor government and relevant announcements as they pertain to the audit and have adapted our audit approach as required.

28. In response to this risk we identified potential areas where there was the risk of material misstatement to the annual accounts and/or our audit opinion. These areas included:

- Content of the annual accounts;
- Access to audit evidence; and
- Timescales/administrative processes.

Content of the annual accounts

29. In response to the impact of the COVID-19 pandemic, the Scottish Government issued Finance Circular 10/2020 which allows bodies to disapply specified requirements for Finance Circular 5/2015 (which provides statutory guidance on the preparation of a Management Commentary).

30. The Partnership took the decision to include, where applicable to the organisation, the full disclosures in the Management Commentary.

Access to audit evidence

31. Our audit this year has been carried out remotely. As a consequence, we identified a risk that access to and provision of sufficient, appropriate

[1] A key audit risk is one which may result in a material misstatement to the financial statements or significantly impact on our audit judgements and conclusions on the wider scope dimensions..

audit evidence in support of our audit opinion may be impacted by the inherent nature of carrying out our audit remotely.

32. We have employed a greater use of technology to examine evidence, but only where we have assessed both the sufficiency and appropriateness of the audit evidence produced.

33. We are pleased to report we received all audit evidence requested to allow us to form our audit opinion.

34. We received the unaudited annual accounts and supporting papers of a high standard. Our thanks go to staff at the Partnership and City of Edinburgh Council for their assistance with our work.

Timescales/Administrative processes

35. Schedule 6 of the Coronavirus (Scotland) Act 2020 allows a local government body to postpone submitting the unaudited accounts to auditors and publishing the audited accounts until it is reasonably practicable. The Scottish Government has provided guidance on this in Finance Circular 10/2020. The guidance advises that 30 November should be considered a reasonably practicable date for publishing the audited accounts.

36. Audit Scotland has revised the deadline for auditors to submit the audited annual accounts from 30 September to 30 November 2020. However, it is for local auditors to agree a timetable with each local government body with a view to completing the process as early possible while still delivering a high quality audit.

37. The annual accounts are due to be considered and approved by the Partnership on 20 November 2020; thereby meeting the revised timetable as set out above.

38. We have been working with management and City of Edinburgh Council throughout the audit to ensure that this timetable is adhered to. From an audit perspective we would however highlight that we will require consideration of subsequent events up to the date of approval of the annual accounts.

An overview of the scope of our audit

39. The scope of our audit was detailed in our External Audit Plan. The plan explained that we follow a risk-based approach to audit planning that reflects our overall assessment of the relevant risks that apply to the Partnership. This ensures that our audit focuses on the areas of highest risk. Planning is a continuous process and our audit plan is subject to review during the course of the audit to take account of developments that arise.

40. At the planning stage we identified the significant risks that had the greatest effect on our audit. Audit procedures were then designed to mitigate these risks.

41. Our standard audit approach is based on performing a review of the key financial systems in place, substantive tests and detailed analytical procedures. Tailored audit procedures, including those designed to address significant risks, were completed by the audit fieldwork team and the results were reviewed by the audit management team. In

performing our work we have applied the concept of materiality, which is explained below.

Our application of materiality

42. Materiality is an expression of the relative significance of a matter in the context of the financial statements as a whole. A matter is material if its omission or misstatement would reasonably influence the decisions of an addressee of the auditor's report. The assessment of what is material is a matter of professional judgement over both the amount and the nature of the misstatement. We review our assessment of materiality throughout the audit.

43. Performance materiality is the working level of materiality used throughout the audit. We use performance materiality to determine the nature, timing and extent of audit procedures carried out. We perform audit procedures on all transactions, or groups of transactions, and balances that exceed our performance materiality. This means that we perform a greater level of testing on the areas deemed to be at significant risk of material misstatement.

44. Performance materiality is set at a value less than overall materiality for the financial statements as a whole to reduce to an appropriately low level the probability that the aggregate of the uncorrected and undetected misstatements exceed overall materiality.

45. Our initial assessment of materiality for the annual accounts was £14,400. This was increased upon receipt of the unaudited annual accounts to £21,550. This equates to approximately 1% of the Partnership's 2019/20 gross expenditure. We consider our updated assessment has remained appropriate throughout our audit.

	Materiality £
Overall materiality: Our assessment is made with reference to the Partnership's gross expenditure. We consider this to be the principal consideration for the users of the annual accounts when assessing the performance of the Partnership.	21,550
Performance materiality: Using our professional judgement we have calculated performance materiality at approximately 75% of overall materiality.	16,160

46. We noted within our External Audit Plan that we would report on all audit differences in excess of 5% of the overall materiality figure, as well as differences below that threshold which, in our view, warranted reporting on qualitative grounds. We also report on disclosure matters that we identify when assessing the overall presentation of the financial statements.

Audit differences

47. Two adjustments were made to the annual accounts:

- An adjustment was made to the annual accounts in respect of the net pension liability (paragraphs 20-24); and
- An adjustment was made for an invoice which had been accrued for twice in the annual accounts.

48. There were no unadjusted differences to the unaudited annual accounts. We identified some disclosure and presentational adjustments during our audit. These have been reflected in the final set of financial statements.

Representations

49. We have requested that a signed representation letter be presented to us at the date of signing the annual accounts. This letter is to be signed by the Treasurer on behalf of the Partnership.

Legality

50. We have planned and performed our audit recognising that non-compliance with statute or regulations may materially impact on the annual accounts. Our audit procedures included the following:

- Reviewing minutes of relevant meetings;
- Enquiring of senior management and the Partnership's solicitors the position in relation to litigation, claims and assessments; and
- Performing detailed testing of transactions and balances.

51. We are pleased to report that we did not identify any instances of concern with regard to the legality of transactions or events.

Other matters identified during our audit

52. During the course of our audit we noted the following:

The Local Authority Accounts (Scotland) Regulations 2014

53. As part of our audit we reviewed the Partnership's compliance with the Local Authority Accounts (Scotland) Regulations 2014, in particular with respect to regulations 8 to 102 as they relate to the annual accounts.

54. The Scottish Government included in its Finance Circular 10/2020 guidance on the publication and inspection of the unaudited annual accounts as a result of the COVID-19 pandemic.

55. Overall we concluded that appropriate arrangements were in place to comply with the Regulations and the guidance as set out in Finance Circular 10/2020.

Management commentary

56. The Local Authority Accounts (Scotland) Regulations 2014 require local authority bodies to include a management commentary within the annual accounts. The management commentary is intended to assist readers in understanding the annual accounts and the organisation that has prepared them.

57. As auditors we are required to read the management commentary and express an opinion as to whether it is consistent with the annual accounts. We have concluded that the management commentary is consistent with the annual accounts

[2] Regulations 8 to 10 relate to the preparation and publication of unaudited accounts, notice of public right to inspect and object to the accounts and consideration and signing of the audited accounts.

and has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003 (refer to paragraphs 29-30 of this report).

Annual governance statement

58. We are satisfied that the governance statement within the annual accounts is consistent with the financial statements and it has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016). We have provided further detail on our work and findings within the Wider Scope section of our report.

Remuneration report

59. Our independent auditor's report confirms that the part of the Remuneration Report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

Reserves

60. The Transport (Scotland) Act 2019 allows Regional Transport Partnerships (RTPs) to hold reserves. The Partnership in its annual accounts now reports a general fund reserve. We have reviewed the accounting treatment associated with those reserves and concluded that it is in accordance with the relevant guidance and standards.

Going concern

61. As at 31 March 2020, the Partnership reported a net liability position of £0.173million.

62. The balance on the unusable reserves includes the net pension liability of £0.661million.

63. In the Partnership's opinion, the organisation will be able to continue for the foreseeable future. The Partnership has adequate budget to meet the ongoing employer contributions required by Lothian Pension Fund.

Systems of internal control

64. We have evaluated Partnership's key financial systems and internal financial controls to determine whether they are adequate to prevent material misstatement in the annual accounts. Our approach has included documenting key internal financial controls and performing walkthroughs to confirm they are operating as intended.

65. We did not identify any material weaknesses in the Partnership's accounting and internal control systems.

Follow up of prior year recommendations

66. As part of our audit we have followed up on the audit recommendations from prior years. Detail is included in the action plan at Appendix 2.

Prevention and detection of fraud and irregularity

67. Our audit was planned to provide a reasonable expectation of detecting material misstatement in the annual accounts resulting from fraud and irregularity. We found the Partnership's arrangements for the prevention and detection of fraud and other irregularities to be adequate and appropriate.

Qualitative aspects of accounting practices and financial reporting

68. During the course of our audit, we consider the qualitative aspects of the financial reporting process, including items that have a significant impact on the relevance, reliability, comparability, understandability and materiality of the information provided by the annual accounts. The following observations have been made:

Qualitative aspect considered	Audit conclusion
The appropriateness of the accounting policies used.	The accounting policies, which are disclosed in the annual accounts, are considered appropriate to the Partnership.
The timing of the transactions and the period in which they are recorded.	We did not identify any concerns over the timing of transactions or the period in which they were recognised.
The appropriateness of the accounting estimates and judgements used.	We are satisfied with the appropriateness of the accounting estimates and judgements used in the preparation of the annual accounts. Significant estimates have been made in relation to pension liabilities. We consider the estimates made, and the related disclosures, to be appropriate to the Partnership. We evaluated the competence, objectivity and capability of management experts in line with the requirements of ISA (UK) 500 and concluded that use of the expert is appropriate.
The appropriateness of the going concern assumption	We have reviewed the financial forecasts for 2020/21. Our understanding of the legislative framework and activities undertaken provides us with sufficient assurance that the Partnership will continue to operate for at least 12 months from the signing date.
The potential effect on the annual accounts of any uncertainties, including significant risks and related disclosures that are required.	We have not identified any uncertainties, including any significant risk or required disclosures, which should be included in the annual accounts.

Qualitative aspect considered	Audit conclusion
The extent to which the annual accounts have been affected by unusual transactions during the period and the extent that these transactions are separately disclosed.	From the testing performed, we identified no significant unusual transactions in the period.
Apparent misstatements in the management commentary or material inconsistencies with the accounts.	The management commentary contains no material misstatements or inconsistencies with the accounts.
Any significant annual accounts disclosures to bring to your attention.	There are no significant annual accounts disclosures that we consider should be brought to your attention. All the disclosures required by relevant legislation and applicable accounting standards have been made appropriately.
Disagreement over any accounting treatment or annual accounts disclosure.	While disclosure and presentational adjustments were made during the audit process there was no material disagreement during the course of the audit over any accounting treatment or disclosure.
Difficulties encountered in the audit.	There were no significant difficulties encountered during the audit. Our audit this year has been carried out remotely. We have employed a greater use of technology to examine evidence, but only where we have assessed both the sufficiency and appropriateness of the audit evidence produced.

Wider scope

Following consideration of the size, nature and risks of the Partnership, the application of the full wider scope audit is judged by us not to be appropriate. Our annual audit work on the wider scope has therefore been restricted to:

- Audit work to allow conclusions to be made on the appropriateness of the disclosures in the governance statement; and
- Consideration of the financial sustainability of the organisation and the services that it delivers over the medium and longer term.

Wider scope conclusions

Governance statement

We are satisfied that the Annual Governance Statement for the year to 31 March 2020 is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

The Partnership has appropriate systems in place to record, process, summarise and report financial and other relevant data. We have not identified any significant weaknesses or governance issues in the Partnership's accounting and internal control systems throughout the year or as a result of remote working during the COVID-19 pandemic.

Financial sustainability

Three year financial plans (commencing 2020/21) have been developed in 2019/20 and approved by the Partnership. The Partnership continues to progress and update its future financial plans, taking into account the COVID-19 pandemic, through a review of its three year planning assumptions.

The Partnership note in the annual accounts that, as a result of the COVID-19 pandemic, through some modification to project methodologies and by making the most of available technologies to support consultation, engagement and project meetings, it has so far been possible to progress all areas of the Partnership's work.

Our approach to the wider scope audit

69. Our approach to the wider scope audit (as set out in our 2019/20 External Audit Plan) builds upon our understanding of the Partnership which we developed from previous years, along with discussions with management and review of Partnership minutes and key strategy documents.

70. Our annual audit work on the wider scope is restricted to:

- Audit work to allow conclusions to be made on the appropriateness of the disclosures in the governance statement; and
- Consideration of the financial sustainability of the organisation and the services that it delivers over the medium and longer term.

Annual Governance Statement

Our audit opinion considers whether the Annual Governance Statement has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016) and is consistent with the financial statements.

71. We are satisfied that the Annual Governance Statement for the year to 31 March 2020 is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

72. The Treasurer has confirmed that in his opinion, reasonable assurance can be placed upon the adequacy and effectiveness of the Partnership's internal control system.

73. From our audit work performed we concluded that the Partnership has appropriate systems in place to record, process, summarise and report financial and other relevant data. We have not identified any significant weaknesses or governance issues in the Partnership's accounting and internal control systems.

74. The Partnership's internal audit function is provided by City of Edinburgh Council's internal audit service. We have taken cognisance of the work of internal audit in forming our opinion on the appropriateness of the disclosures in the Annual Governance Statement

Impact of COVID-19

75. With national lockdown announced on 23 March 2020, all Partnership activity moved to being delivered remotely and they have continued to operate throughout the period.

76. The March 2020 Partnership meeting was cancelled due to the pandemic to allow resource to be refocused. Decisions due to be taken at that meeting were dealt with as Items of Urgency under the provisions of the Partnership's Standing Orders.

77. Partnership meetings resumed in June 2020 and were held virtually. The September 2020 Partnership meeting was postponed however to November 2020 to better align with the revised timetable for finalising the annual accounts. The Performance and Audit Committee has continued to meet virtually throughout the period.

78. The Treasurer has reflected on the impact of COVID-19 in the Annual Governance Statement and provided assurance over the arrangements in place during this period. We are satisfied that the accounting and internal control system has continued to operate effectively during remote working with no significant changes in controls.

Financial sustainability

Financial sustainability looks forward to the medium and longer term to consider whether the Partnership is planning effectively to continue to deliver its services or the way in which they should be delivered.

Significant audit risk

80. Our audit plan identified a significant risk in relation to financial sustainability under our wider scope responsibilities.

Financial sustainability

The Partnership has yet to fully develop medium to long term financial plans. In December 2019, the Partnership received an update on the development of a medium-term financial plan (covering the three year period commencing 2020/21).

The Transport (Scotland) Bill received Royal Assent in November 2019. The Act allows Scotland's Regional Transport Partnerships' (RTPs) to manage year-end finances by enabling them to hold a balance of funds. RTPs' will also be able to hold and operate capital funds, renewals and repair funds and insurance funds in a similar way to Scottish local authorities. The Scottish Government has carried out a 12 week consultation on these proposals, the results of which have yet to be published.

The Act will have a significant impact on the way in which the Partnership develops its revenue and, if applicable, capital financial plans. A reserves policy has been prepared which will be presented to the Partnership for consideration in 2020.

As noted in the 2019/20 External Audit Plan

81. In December 2019, the Partnership received a report which set out its proposed revenue budget for 2020/21 and indicative financial plans for 2020/21 and 2022/23. These were further considered by the Performance and Audit Committee in March 2020. The 2020/21 revenue budget was subsequently approved by the Partnership under emergency delegated powers due to the COVID-19 pandemic.

82. The Partnership has progressed its future financial plans, taking into account the COVID-19 pandemic, through a review of its three year planning assumptions which were initially considered in December 2019. The planning assumptions have been updated for:

- A reduction in estimated staff recharges over the three year period commencing 2020/21; and
- Revisions to the pay award and pay increment provision in 2021/22 and 2022/23.

83. Indicative revenue budgets for 2021/22 and 2022/23 are due to be presented to the Partnership in November 2020. These assume a balanced position each year and are based on the Partnership receiving £782,000 grant from the Scottish Government, £190,000 from constituent council requisitions and the balance met from External Funding:

	20/21 £'000	21/22 £'000	22/23 £'000
Total budget	**1,661**	**1,462**	**1,334**
External funding	689	490	362
Scottish Government	782	782	782
Council requisition	190	190	190
Total funding	**1,661**	**1,462**	**1,334**

Source: *Financial Planning 2021/22 to 2022/23 report to Performance and Audit Committee November 2020*

84. The Transport (Scotland) Act 2005 prohibited regional transport partnerships from generating a surplus or deficit on a general fund and hence adding to reserves. The enactment of provisions within the Transport (Scotland) Act 2019 allow RTP's to manage year-end finances by enabling them to hold a balance of funds.

85. The Partnership has prepared a Reserves Policy. The Reserves Policy sets out the following:

- 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 balances of the underspent Project budget

86. The Partnership approved, under emergency delegated powers due to the COVID-19 pandemic, the Reserves Policy and agreed to work towards establishing an unallocated general fund reserve of £29,000,

based on 5% of the proposed core revenue budget for 2020/21, following review of the 2019/20 year-end position.

87. The Partnership however sets a balanced budget at the start of each year and therefore will only achieve the target unallocated general fund reserve position through reported underspends in the year. The Partnership should, as part of its annual budgeting process, develop a strategy which sets out how the unallocated general fund reserve is built up and maintained.

Action Plan Point 1

The Partnership's performance in 2019/20

88. The Comprehensive Income and Expenditure Statement for 2019/20 shows that the Partnership spent £2.189million on the delivery of services, resulting in an accounting surplus of £107,000. However, the accounting surplus includes certain elements of income and expenditure that need to be accounted for to comply with the Code of Practice on Local Authority Accounting in the United Kingdom (the 2019/20 Code).

89. Taking account of these adjustments, the Partnership reported a surplus of £189,000, which following the enactment of specific provisions within the Transport (Scotland) Act 2019 has been reported and held within a general fund reserve.

90. As at 31 March 2020, the general fund comprises £12,000 in unallocated general funds and £177,000 in earmarked balances (representing slippage on revenue projects).

91. As noted at paragraph 86, the Partnership's approved Reserves Policy is to work towards unallocated general fund reserve of £29,000. In 2019/20, the Partnership fell below this target level.

Impact of COVID-19

92. The Partnership note in the annual accounts that through some modification to project methodologies and by making the most of available technologies to support consultation, engagement and project meetings, it has so far been possible to progress all areas of the Partnership's work.

Appendices

Appendix 1: Respective responsibilities of the Partnership and the Auditor

Responsibility for the preparation of the annual accounts

The Partnership is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has responsibility for the administration of those affairs. The Treasurer has been designated as that officer.

The Treasurer is responsible for the preparation of the Partnership's annual accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing the annual accounts, the Treasurer is responsible for:

- selecting suitable accounting policies and applying them consistently;
- making judgements and estimates that are reasonable and prudent;
- complying with legislation; and
- complying with the Code.

The Treasurer is also responsible for:

- keeping proper accounting records which are up to date; and
- taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor responsibilities

We audit the annual accounts and give an opinion on whether:

- they give a true and fair view in accordance with applicable law and the 2019/20 Code of the state of the affairs of the body as at 31 March 2020 and of its income and expenditure for the year then ended;
- they have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2019/20 Code;
- they have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, the Local Authority Accounts (Scotland) Regulations 2014 and the Local Government in Scotland Act 2003;
- the use of the going concern basis of accounting in the preparation of the financial statements is appropriate or the Treasurer has disclosed in the financial statements any identified material uncertainties that may cast significant doubt about its ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue;
- the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014;
- the information given in the Management Commentary is consistent with the financial statements and has been prepared in accordance with statutory guidance issued under the Local Government Scotland Act 2003; and
- the information given in the Annual Governance Statement is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

We are also required to report, if in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with accounting records; or
- we have not received all the information and explanations we require for our audit.

Wider scope of audit

The special accountabilities that attach to the conduct of public business, and the use of public money, mean that public sector audits must be planned and undertaken from a wider perspective than in the private sector. This means providing assurance, not only on the financial statements, but providing audit judgements and conclusions on the appropriateness, effectiveness and impact of corporate governance and performance management arrangements and financial sustainability.

The Code of Audit Practice frames a significant part of our wider scope responsibilities in terms of four audit dimensions: financial sustainability; financial management; governance and transparency; and value for money.

We have concluded that the full application is not appropriate due to the size of the organisation. As part of our annual audit we consider and report against:

- appropriateness of the disclosures in the governance statement; and
- financial sustainability of the body and the services that it delivers over the medium to longer term.

Best Value

Appointed auditors have a duty to be satisfied that local government bodies have made proper arrangements to secure best value.

Our work in respect of the Partnership's best value arrangements has been integrated into our audit approach, including our work on the wider scope dimensions.

Independence

International Standard on Auditing (UK) 260 "*Communication with those charged with governance*" requires us to communicate on a timely basis all facts and matters that may have a bearing on our independence.

Confirmation of independence

We confirm that we have complied with the FRC's Ethical Standards. In our professional judgement, the audit process is independent, and our objectivity has not been compromised in any way. In particular there are and have been no relationships between Azets, the Partnership or senior management that may reasonably be thought to bear on our objectivity and independence.

Appendix 2: Action Plan

Our action plan details the weaknesses and opportunities for improvement that we have identified during our audit.

Action plan grading structure

The recommendations have been rated to help the Partnership assess the significance of the issues and prioritise the actions required.

The rating structure is summarised as follows:

Grade	Explanation
Grade 5	Very high risk exposure - Major concerns requiring immediate attention.
Grade 4	High risk exposure - Material observations requiring management attention.
Grade 3	Moderate risk exposure - Significant observations requiring management attention.
Grade 2	Limited risk exposure - Minor observations requiring management attention
Grade 1	Efficiency / housekeeping point.

Current year action plan

Reserves Policy

Initial rating	Issue & recommendation	Management comments
Grade 3	**Issue** Per its Reserves Policy, the Partnership has set a minimum unallocated general fund level of £29,000. However, by setting a balanced annual budget, achievement of this is dependent on delivering underspends in year. **Risk** There is a risk that the Partnership cannot build or maintain an unallocated general fund reserve in line with its approved policy. **Recommendation** The Partnership should, as part of its annual budgeting process, develop a strategy which sets out how the unallocated general fund reserve is built up and maintained.	Indicative plans for the Partnership's budget for 2021/22 will be presented to the Partnership Board on 20 November 2020, with a budget presented to the Partnership for approval by 31st March 2021. The revenue budget to be presented for approval in March 2021 will be developed, setting out how the unallocated general fund reserve will be built up and maintained. **Responsible officer:** Treasurer and Partnership Director **Implementation date:** 31 March 2021

Follow up of prior year recommendations

The five recommendations included in our 2018/19 annual audit report have been closed as described below.

Property, plant and equipment – impairment and verification exercise

Initial rating	Issue & recommendation	Management comments
Grade 3	**Issue** We have identified that management have not carried out an exercise over the fixed assets register to confirm the existence of its assets and the current condition to identify any required impairments. **Risk** There is a risk that tassets have become impaired throughout the year and this has not been identified by management. This could lead to inaccuracies in the asset register. **Recommendation** We would encourage the Partnership to carry out both an impairment exercise over its assets as well as a continual verification exercise. This will allow the Partnership to hold assets at the correct carrying value.	Work to address previous years External Audit comments in respect of the fixed asset register required an ongoing exercise to update property, plant and equipment asset records during 2018/19, reducing the risk of inaccuracies in the asset register for 2018/19. From 2019/20 onwards, a formal exercise will be carried out to confirm the existence of assets and their current condition. **Responsible officer:** Partnership Director **Implementation date:** 31 March 2020

Current status	Update
Closed	An impairment review was carried out during 2019/20. This resulted in an impairment charge in the annual accounts.

Related parties

Initial rating	Issue & recommendation	Management comments
Grade 3	**Issue** We concluded during our audit that while the relevant disclosures had been made in the annual accounts; improvements could be made over the procedures for collating this information as follows: • Identification of potential related parties: One way which the Partnership can identify potential related parties is through the maintenance of a register of interests. We noted during our audit that the 2018/19 annual updating of the register of interests by members of the Partnership had not been fully completed. • Related party transactions: Once potential related parties have been identified, an exercise should be carried out to review accounting records for transactions associated with those related parties. This part of the process is carried out by the City of Edinburgh Council (the Council) on behalf of the Partnership and is dependent on potential related parties	In the past members were sent reminders, biannually, of the need to update the register. With effect from the current financial year, a record of those members not responding is kept and they are sent follow-up reminder emails, monthly. A review was undertaken of the Register of Interests, when preparing the Audited Annual Accounts for 2018/19. No additional disclosures were identified. As part of the preparation of the Unaudited Annual Accounts for 2019/20 onwards, a review will be undertaken of the Register of Interests. **Responsible officer:** Partnership Director/ Treasurer **Implementation date:** 31 March 2020

Initial rating	Issue & recommendation	Management comments
	being identified by management at the Partnership and reported to the Council. We would encourage both management at the Partnership and the Council to review existing procedures to ensure these are carried out in the most efficient and effective way. **Risk** There is a risk that the disclosure within the annual accounts is incomplete. **Recommendation** We would encourage both management at the Partnership and the Council to review existing procedures to ensure these are carried out in the most efficient and effective way.	

Current status	Update
Closed	As part of the preparation of the Annual Accounts for 2019/20 a review was undertaken of the Register of Interests. No additional related parties were identified.

Governance Scheme

Initial rating	Issue & recommendation	Management comments
Grade 3	**Issue** During 2017/18, a number of independent members' terms of appointment came to an end including the Chair of the Performance and Audit Committee. For a single meeting, the Chair of the Board acted as Chair of the Performance and Audit Committee until a permanent Chair could be appointed by the Partnership Board to the Committee. Audit Committees: Practical Guidance for Local Authorities and Police (CIPFA, 2018) states that organisations 'should adopt a model that establishes the committee as independent and effective.' Best practice recommends that the Chair should not be permitted to be a member of the Performance and Audit Committee. **Risk** There is a risk that the Performance and Audit Committee is not operating independently and could not provide effective scrutiny and challenge to officers. **Recommendation** The Partnership has reviewed its Governance Scheme following a recommendation from internal audit. We recommend that a further	**2017/18 management comments** Ministerial approval for the appointments of the new Non-Councillor Members was not granted within the expected timeframe, resulting in the Performance and Audit Committee not having full Non-Councillor Member representation, or a Chair, for the June 2018 meeting. There were concerns that the meeting would not be quorate and as the Governance Scheme states that the Chair of the Partnership is entitled to substitute for any member of the Committee, it was considered appropriate, as an emergency measure, for him to Chair a one-off meeting. At the 22 June Partnership Board meeting, appointments to the Performance and Audit Committee were made, including a permanent Chair. In respect of the Chair being able to substitute for any member of the committee, a further review of the Governance Scheme will be carried out and reported to the December Partnership Board. **2018/19 management comments** The Governance Scheme has been reviewed and updated to confirm that the Chair of the Partnership cannot be a member, and cannot be a substitute for any other member, of the Performance & Audit Committee. The necessary report will be presented to the Partnership Board on 27 September 2019. **Responsible officer: Partnership Director**

Initial rating	Issue & recommendation	Management comments
	review is conducted specifically considering whether the Chair of the Partnership should be entitled to substitute for any member of the committee. CIPFA have recently published a reviewed Audit Committee guide and we further recommend that the Committee performs a self-assessment against the guide.	**Implementation date:** 27 September 2019

Current status	Update
Closed	The revised Governance Scheme was approved by the Partnership in September 2019. This had been updated to confirm that the Chair of the Partnership cannot be a member, and cannot be a substitute for any other member, of the Performance and Audit Committee.

Register of Interests

Initial rating	Issue & recommendation	Management comments
Grade 3	**Observation** From our review of the Registers of Interests of members it was found that a number of the declarations forms had not been updated since 2014. Upon further review we identified an undisclosed related party transaction of £0.086million relating to an undeclared related party for Edinburgh and Lothians Greenspace Trust. The annual accounts have been updated to reflect the appropriate disclosures. **Recommendation** The Partnership should ensure registers of interest are updated on at least an annual basis	**2016/17 management comments** All members of the Partnership Board are reminded and have been in Summer 2017 of the provision of regulations which provide for Board Members to give notice of registerable interests as outlined in the Partnership Code of Conduct and all members of the Board at the first meeting of the new session has been reminded of their Code of Conduct responsibilities. Keeping entries in the Register of Interests up to date is ultimately the responsibility of individual Members. The Secretary of the Partnership is the proper officer for these purposes. We should stress that they receive an annual reminder. **2017/18 management comments** The members concerned have been advised of the omissions and the necessary interests have now been recorded. Code of Conduct training is arranged for 21 September 2018. **Responsible officer:** Secretary to the Partnership **Implementation date:** 21 September 2018 **2018/19 management comments** As referred to above, Board members not responding to requests for information on the biannual approaches will be sent reminders by emails monthly until the necessary updates are received. **Responsible officer:** Partnership Director **Implementation date:** On-going

Initial rating	Issue & recommendation	Management comments
Current status	**Update**	
Closed	An annual exercise was performed in 2019/20 to update the register of interests.	

Longer term financial planning

Initial rating	Issue & recommendation	Management comments
Grade 4	**Observation** The Partnership develops a budget for one financial year which is aligned to the annual business plan and Regional Transport Strategy. There is a risk that funding is used to support short term need rather than long term strategic priorities. **Recommendation** In order to ensure financial sustainability the Partnership should develop medium to long term financial plans on a 3 to 5 year basis. This would assist the Partnership in highlighting risks to its sustainability and ensure funding is allocated in line with the long term strategic aims of the Regional Transport Strategy.	**2016/17 management comments** The removal of capital funding in 2009/10 means there is a difficulty for long-term strategic funding of RTS projects. The Director continues to monitor and advocate for investment by stakeholders in strategic priorities and for the return of long-term significant funding to RTPs through the second National Transport Strategy review process. However, given our main funder Transport Scotland has only been able to issue one year funding settlements in recent years, this has limited our ability to take a long-term budgetary approach to investment. **2017/18 management comments** The Transport (Scotland) Bill, currently out to consultation, includes a proposal to allow RTPs to carry forward reserves. If approved, this may assist with financial planning over a time period longer than one year. However, as Transport Scotland continues to issue one-year funding settlements, there is limited scope to take a long-term approach to financial planning. Within the scope of funding information available, a plan shall be developed, which will seek to align to the Business Plan and Regional Transport Strategy, **2018/19 management comments** The Board continues to prepare its revenue budget in the context of one-year funding settlements from the Scottish Government and constituent councils. A financial plan, which extends beyond one year, will be presented to the Board at its meeting in December 2019, when

Initial rating	Issue & recommendation	Management comments
		the Board is due to consider its initial financial plans for 2020/21. **Responsible officer:** Partnership Director and Treasurer **Implementation date:** December 2019

Current status	Update
Closed	Three year financial plans (commencing 2020/21) have been developed in 2019/20 and approved by the Partnership. The Partnership continues to progress and update its future financial plans, taking into account the COVID-19 pandemic, through a review of its three year planning assumptions.

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Audited Annual Accounts 2019/20

1. Introduction

1.1 This report presents the audited accounts for the year ended 31st March 2020. The audited accounts are appended.

2. Main Report

2.1 The unaudited Annual Accounts were noted by the Partnership at its meeting on 19th June 2020.

2.2 Schedule 6 of the Coronavirus (Scotland) Act 2020 allows a local government body to postpone publishing the audited accounts until it is reasonably practicable. The Scottish Government provided guidance on this in Finance Circular 10/2020. The guidance advises that 30 November should be considered a reasonably practicable date for publishing the audited accounts. Audit Scotland revised the deadline for auditors to submit the audited annual accounts from 30 September to 30 November 2020.

2.3 During the course of the audit, the Partnership's appointed External Auditor – Scott Moncrieff –- was rebranded as Azets. The External Auditor's report is presented separately on this agenda.

2.4 The Auditor's report provides an opinion on whether:

- the Annual Accounts give a true and fair view in accordance with applicable law and the 2019/20 Code of the state of the affairs of the body as at 31 March 2020 and of its income and expenditure for the year then ended;
- the Annual Accounts have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2019/20 Code;
- the use of the going concern basis of accounting in the preparation of the financial statements is appropriate or the Treasurer has disclosed in the financial statements any identified material uncertainties that may cast significant doubt about its ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue;
- the Annual Accounts have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, the Local Authority Accounts (Scotland) Regulations 2014 and the Local Government in Scotland Act 2003;

- the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014;

- the information given in the Management Commentary is consistent with the financial statements and has been prepared in accordance with statutory guidance issued under the Local Government Scotland Act 2003; and

- the information given in the Annual Governance Statement is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

2.5 There are no qualifications to the audit certificate which appears on pages 46 to 48 of the accounts. The Auditor's opinion states that the financial statements present a true and fair view of the financial position of the Partnership as at 31st March 2020 and its income and expenditure for the year then ended.

2.6 Two adjustments were made to the unaudited annual accounts:

- an adjustment of £-15,000 was made to the net pension liability, following confirmation by the Partnership's Actuary of the adjustment required for the McLeod judgement;

- An adjustment of £-26,362 was made for an invoice incorrectly accrued.

2.7 There were no unadjusted differences to the unaudited annual accounts.

2.8 The Performance and Audit Committee reviewed the audited accounts at its' meeting on 6th November 2020.

3 Recommendations

It is recommended that the Partnership Board:

3.1 note the audited accounts and the Auditor's opinion in the audit certificate;

3.2 authorise the Audited Annual Accounts for signature.

Hugh Dunn
Treasurer
20th November 2020

Appendix	Audited Annual Accounts 2019/20
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 following issue of an unqualified Audit certificate.
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.

The South East of Scotland Transport Partnership (SESTRAN)

Audited Annual Accounts

2019/2020

The South East of Scotland Transport Partnership (SESTRAN)

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The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary

1. Basis of Accounts

The Partnership prepares its Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom. The Code of Practice is based on International Financial Reporting Standards (IFRS).

2. Statutory Background

The South East of Scotland Transport Partnership (SESTRAN) was established under the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005. The Partnership came into force on 1st December 2005. Under Section 3 of the Transport (Scotland) Act 2005, the net expenses of SESTRAN, after allowing for government grant and any other income, are met by its constituent councils.

In accordance with Section 122 of the Transport (Scotland) Act 2019, which allows Regional Transport Partnerships to carry forward reserves, the Partnership has now established a General Fund reserve. This provision in the Transport (Scotland) Act 2019 came into effect on 19 March 2020, and is available to Regional Transport Partnerships for financial years 2019/20 and onwards.

3. Corporate Strategy

The following is an introductory extract from the Transport (Scotland) Act 2005, which established the Partnership; one of seven Scottish Regional Transport Partnerships (RTPs):

"An Act of the Scottish Parliament to provide for the setting up and functions of the new transport bodies and to enable the Scottish Ministers to discharge certain transport functions; to provide further for the control and co-ordination of road works and for the enforcement of the duties placed on those who carry them out; to set up national concessionary fares schemes; and to make other, miscellaneous modifications of the law relating to transport."

The Partnership aims to develop a sustainable transportation system for South East Scotland that will enable business to function effectively, and provide everyone living in the region with improved access to healthcare, education, public services and employment opportunities. These aims are embodied in the Regional Transport Strategy (RTS).

The constituent councils of the Partnership are the City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

SEStran's Vision Statement is as follows:

"A regional transport system that provides all citizens of South East Scotland with a genuine choice of transport which fulfils their needs and provides travel opportunities for work and leisure on a sustainable basis."

4. Risks and Uncertainties

The principal risks and uncertainties faced by the Partnership fall into two categories.

Firstly, there is the funding uncertainty faced by all local authorities and RTPs. The Partnership has a range of statutory duties to enact. While every attempt is made to do this within the budget provided, budget reductions may make this less achievable resulting in a reduction in the quality of service provided.

The second category relates to changes in legislation leading to changes in the services to be delivered. This can create pressures from both a financial and organisational perspective.

5. Results for the Year

The Partnership is required to present its financial performance as a Comprehensive Income and Expenditure Statement.
This can be seen on page 12.

5. Results for the Year *(continued)*

To show the net position of the Partnership and to allow comparison with the approved revenue budget, it is necessary to adjust the expenditure shown in the Comprehensive Income and Expenditure Statement to take account of a number of items where the statutory accounting requirements differ from the management accounting practice of the Partnership. These adjustments are detailed in Note 2.

The net revenue budget of the Partnership in 2019/20 was £0.972m, funded by Government Grant and Council Contributions. A comparison of the outturn position with the revenue budget is presented in the table below. Key aspects of financial performance in 2019/20 are:

- Overall the Partnership had an underspend of £189,000 which is shown in the table below. The underspend arose due to a combination of underspends on the core revenue budget, projects budget and the RTPI project budget;

- The Partnership incurred core service expenditure of £0.517m which was £67,000 below the revised Core Service revenue budget. This underspend mainly reflected decreased expenditure on staff costs, marketing costs and computer costs;

- The Partnership incurred expenditure of £1.502m on revenue projects and received external grants and contributions of £1.256m, resulting in net expenditure of £0.246m. Net expenditure was £62,000 under budget. The main favourable variance on the Projects revenue budget arose on the Sustainable and Active Travel grants programme;

- Expenditure of £31,000 on the Real-Time Passenger Information (RTPI) project was partly funded by contributions of £10,000 from other parties, resulting in net expenditure of £21,000. Net expenditure was £59,000 under budget.

	Revised Budget £'000	Outturn £'000	Variance £'000
Core Service	584	517	(67)
Revenue Projects - Net Expenditure	308	246	(62)
RTPI Project - Net Expenditure	80	21	(59)
Net Interest	0	(1)	(1)
Total Expenditure 2019/20	**972**	**783**	**(189)**
Government Grant	(782)	(782)	0
Constituent Council Requisitions	(190)	(190)	0
Total Government Grant and Council Contributions 2019/20	**(972)**	**(972)**	**0**

In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy and established an unallocated reserve of £12,000 and an earmarked balance of £177,000 to meet slippage on project delivery from 2019/20 to 2020/21.

Non Financial Results

During 2019/20, the Partnership published a Main Issues Report that sets out issues for the next Regional Transport Strategy.
The Partnership remained successful in attracting funding and delivering region-specific strategies, studies and services of benefit to transport users and partners across the region.

- The Partnership delivered the SEStran Strategic Network study, providing a framework for active travel routes across the region, including further design for a route from Cameron Toll to the BioQuarter, with funding from Transport Scotland;

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary *(continued)*

5. Results for the Year *(continued)*

Non Financial Results *(continued)*

- Sustrans Scotland funding was used to allow the Partnership to complete feasibility studies for Winchburgh to Kirkliston, Sheriffhall to the BioQuarter, and Kirkcaldy to Buckhaven routes;
- A GO e-bike share system for four hubs across East Lothian and Midlothian, utilising match funding from Low Carbon Travel and Transport Fund. An additional grant from Transport Scotland was used towards e-bike hubs and facilities in Edinburgh and Scottish Borders;
- Transport Scotland's direct Active Travel funding allowed the Partnership to conclude five feasibility studies for key routes in the region, including A701 Straiton to The Bush, A9 Larbert to Stirling, Dalkeith, Shawfair and Little France. Additionally, the technical design for the Kirkcaldy to Buckhaven route and a placemaking design for Alloa town centre were delivered;
- The Thistle Assistance scheme was rebranded, with a new app, website and awareness campaign and 10,000 new cards issued. This was made possible through Scottish Enterprise and Transport Scotland funding. The concept for an inclusive Journey Planning App was also developed, for users with a wide range of technology adaptation and accessibility needs;
- With support and funding from Inclusion Scotland, the Partnership was able to offer a short-term Marketing Internship that commenced in November 2019;
- SHARE-North funding was utilised to promote shared mobility, through Tripshare SEStran and GO e-Bike in particular. The Partnership also exchanged knowledge with SHARE-North partners for the implementation of Mobility Hubs;

- PriMaaS funding allowed the Partnership to begin exchanging knowledge and best practice in the development of regional policies to support Mobility-as-a-Service;
- Surflogh funding was used to continue the first mile / last mile sustainable delivery trial with ZEDIFY, moving an average of one pallet of goods per day in the central Edinburgh area;
- BLING funding enabled further development of the Blockchain pilot being run through the University of Edinburgh, testing the potential to use this technology to support the sustainable movement and consignment of small goods in a real-world setting;
- Funding from Transport Scotland's LEZ support fund enabled the Partnership to complete a Park and Ride Strategy, a Mobility Hubs Strategy and Demand Responsive Transport study. The funding also enabled investment in assets for the RTPI system;
- Local Rail Development Fund support from Transport Scotland was used to deliver a multi-modal transport appraisal for Newburgh, in partnership with the Newburgh Train Station Group and Fife Council.

6. Future Developments

The impacts from Covid-19 on the Partnership were first noted towards the end of the 2019/20 year, with the advent of fully home-based working. Ensuring the health, safety and well-being of staff remains the utmost priority and the organisation will respond to all physical distancing requirements set out by Government, once a return to office-based working is safe and possible.
Through some modifications to project methodologies and by making the most of available technologies to support consultation, engagement and project meetings, it has so far been possible to progress all areas of the Partnership's work.

However, the impacts from Covid-19 on the entire transport sector, and the context in which all the Partnership's work is progressed, are very significant. It is too early to confirm how regional transport strategic planning, delivery and operations will need to respond, but some impacts and changes may last for years to come. Covid-19 is therefore rightly recognised within the Main Issues Report and will be considered within the development of the new Regional Transport Strategy.

6. Future Developments (continued)

The Partnership, alongside other RTPs in Scotland, will continue to work closely with Transport Scotland and partner Councils to continually re-evaluate and respond to the new context for transport as it evolves.

It is considered appropriate to adopt a going concern basis for the preparation of the Annual Accounts.

Chair of Partnership Board:	GORDON EDGAR	_____	Date signed:
Partnership Director:	JIM GRIEVE	_____	Date signed:
Treasurer:	HUGH DUNN, CPFA	_____	Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

STATEMENT OF RESPONSIBILITIES FOR THE ANNUAL ACCOUNTS

The Partnership's Responsibilities

The Partnership is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer has the responsibility for the administration of those affairs. In this Partnership, that officer is the Treasurer;
- to manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets;
- to ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014) and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);
- to approve the Annual Accounts.

I confirm that these annual accounts were approved for signature by the South East of Scotland Transport Partnership at its Board meeting on 20th November 2020.

Chair of Partnership Board: GORDON EDGAR _____ Date signed:

The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Partnership's Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA / LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with legislation;
- complied with the Local Authority Accounting Code (in so far as it is compatible with legislation).

The Treasurer has also:

- kept adequate accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the Annual Accounts give a true and fair view of the financial position of the Partnership at the reporting date and the transactions of the Partnership for the year ended 31st March 2020.

Treasurer: HUGH DUNN, CPFA _____ Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2019/20

1. Scope of Responsibility

The South East of Scotland Transport Partnership's aim is to develop a transportation system for South East Scotland as outlined in the Partnership's Regional Transport Strategy 2015-2025.

The Partnership is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards, that public money is safeguarded and properly accounted for and used economically, efficiently, effectively and ethically. The Partnership also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these overall responsibilities Elected Members and Senior Officers are responsible for implementing proper arrangements for the governance of the Partnership's affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

The Partnership has approved and adopted a Local Code of Corporate Governance which is consistent with appropriate corporate governance principles and reflects the requirements of the "Delivering Good Governance in Local Government: Framework (2016)" .

This Statement explains how the Partnership delivers good governance and reviews the effectiveness of these arrangements. It also includes a statement on internal financial control in accordance with proper practice.

The Partnership's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2016).

2. The Partnership's Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the Partnership is directed and controlled, and its activities through which it accounts to, engages with and influences the community. It enables the Partnership to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The framework reflects the arrangements in place to meet the six supporting principles of effective corporate governance:

- Focusing on the purpose of the Partnership and on outcomes for the community, and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the Partnership and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective;
- Engaging with local people and other stakeholders to ensure robust public accountability.

A significant part of the governance framework is the system of internal control which is based on an ongoing process designed to identify and manage the risks to the achievement of the Partnership's policies, aims and objectives. These are defined in the Partnership's Business Plan, which is updated annually. This enables the Partnership to manage its key risks efficiently, effectively, economically and ethically.

2. The Partnership's Governance Framework *(continued)*

Within the overall control arrangements the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. It is based on a framework of regular management information, financial regulations, administrative procedures and management supervision.

While the system of internal control is designed to manage risk at a reasonable level it cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable, and not absolute, assurance of effectiveness.

3. Determining the Partnership's purpose, its vision for the local area and intended outcomes for the Community

The Partnership aims to develop a transportation system for South East Scotland which will enable businesses to function effectively and provide everyone living in the Region with improved access to health care, education, public services and employment opportunities. The vision for achieving this is outlined in the Regional Transport Strategy.

The Business Plan defines how to implement the aims of this strategy and the Annual Report provides a report of performance against objectives, targets and performance indicators as outlined in the Regional Transport Strategy.

4. Review of Effectiveness

The Partnership has put in place arrangements, detailed in the Local Code, for monitoring each element of the framework and providing evidence of compliance. A Principal Officer within the Partnership has been nominated to review the effectiveness of the Local Code.

The review of the effectiveness of its governance framework, including the system of internal financial control is informed by:

- the work of Internal Audit on the adequacy and effectiveness of the Partnership's control environment, governance and risk management frameworks;
- the Partnership Director's Certificate of Assurance on internal control;
- the operation and monitoring of controls by Partnership managers;
- the External Auditors in their Annual Audit Letter and other reports; and
- other inspection agencies comments and reports.

Through the year Elected Members and Officers have responsibility for the development and maintenance of the governance environment. These review mechanisms include:

- **The Partnership Board,** which provides strategic leadership, determines policy aims and objectives and takes executive decisions not delegated to officers. It provides political accountability for the Partnership's performance;
- **The Performance and Audit Committee,** which demonstrates the Partnership's commitment to the principles of good governance. It scrutinises the running of the Partnership and suggests improvements;
- **Internal Audit** provides an independent and objective assurance service to the Partnership, by completing one review in each financial year that is focused on the adequacy and effectiveness of controls established to manage a key risk of the Partnership;

4. Review of Effectiveness *(continued)*

- **The External Auditor's Annual Audit Report** is considered by the Partnership Board and the Performance and Audit Committee, along with the output from other external audits and inspections;
- **The risk management system** requires that risks are regularly reviewed by the Performance and Audit Committee and Board. This ensures that actions are taken to effectively manage the Partnership's highest risks;
- **The Partnership Secretary** is responsible to the Partnership for ensuring that agreed procedures are followed. The Partnership has a contractual arrangement with an external Legal Services provider to ensure all applicable statutes and regulations are complied with.

5. Internal Audit Opinion

During the year, Internal Audit completed one review that assessed the design adequacy of governance arrangements and stakeholder engagement plans supporting the new Regional Transport Strategy (RTS) development and considered whether the project is being delivered in line with applicable guidance and legislative requirements. The design adequacy and operating effectiveness of key third-party supplier management controls in relation to third parties engaged to support the new RTS was also considered. The audit highlighted that whilst some moderate control weaknesses were identified in the design of the governance and risk management frameworks established to support delivery of the first stage of the RTS rewrite project, the established governance and risk management frameworks provided reasonable assurance that project risks are being managed and that the Partnership's objectives to deliver a new strategy based on Main Issues Report outcomes should be achieved.

6. Coronavirus Pandemic

The coronavirus pandemic has required changes to governance arrangements. This Governance Statement provides assurance over the governance arrangements that have been in place for the majority of 2019/20. The meeting of the Partnership, which was due to take place on 20th March 2020 was cancelled due to the pandemic. Decisions due to be taken at that meeting were dealt with as Items of Urgency under the provisions of the Partnership's Standing Orders; this after consultation with the Partnership Board. During the period of pandemic lockdown, the Partnership is planning to facilitate future meetings of the Partnership Board and Performance and Audit Committee using electronic technology.

7. Certification

In compliance with accounting practice, the Treasurer has provided the Partnership Director with a statement on the adequacy and effectiveness of the Partnership's internal financial control system for the year ended 31st March 2020. It is the Treasurer's opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Partnership's internal control system.

8. From this year's review, there is reasonable assurance that the Local Code of Corporate Governance is operating adequately, with overall compliance by the Partnership with its corporate governance arrangements.

Chair of Partnership Board: GORDON EDGAR _____ Date signed:

Partnership Director: JIM GRIEVE _____ Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

REMUNERATION REPORT

1. Remuneration Policy for Senior Employees

The Partnership Board determines remuneration for senior employees with reference to the level of responsibility of the post. The Partnership does not operate a Remuneration Committee. Annual inflationary increases are based on those agreed by the Scottish Joint Negotiating Committee (SJNC) for Local Authority services.

2. Remuneration for Senior Councillors

The Partnership does not provide any remuneration to senior councillors.
Expenses paid to Board members are detailed in note 19 to the annual accounts.

3. Management of Remuneration Arrangements

The remuneration of the Partnership's employees is administered by the City of Edinburgh Council, as part of a service level agreement with the Partnership.

4. Officers Remuneration

The numbers of employees whose remuneration during the year exceeded £50,000 were as follows:

Remuneration Bands	2019/20	2018/19
£70,000 - £74,999	0	1
£75,000 - £79,999	1	0
£95,000 - £99,999	0	1

5. Senior Employees Remuneration

The remuneration paid to the Partnership's senior employees is as follows:

Name and Post Title	Salary, Fees and Allowances £	Compensation £	Total Remuneration 2019/20 £	Total Remuneration 2018/19 £
Jim Grieve - Partnership Director	78,994	0	78,994	74,975
George Eckton - Partnership Director to 29/11/18 *	0	0	0	99,896
	78,994	0	78,994	174,871

* full time equivalent 2018/19 salary - George Eckton (£79,661)

The senior employees detailed above have/ had responsibility for management of the Partnership to the extent that they have power to direct or control the major activities of the Partnership (including activities involving the expenditure of money), during the year to which the Remuneration Report relates, whether solely or collectively with other persons.

In 2018/19, the previous Partnership Director resigned on 29th November 2018. The Partnership's Head of Programmes undertook the duties of the Director's post until his appointment as Partnership Director on 3rd May 2019.

6. Senior Employees Pension Entitlement

The pension entitlement of the Partnership's senior employee(s) is as follows:

	In-year pension contributions			Accrued pension benefits	
				As at	Difference from
	2019/20	2018/19		31 March 2020	31 March 2019
Name and Post Title	£	£		£'000	£'000
George Eckton -	0	11,885	Pension	0	18
Partnership Director (to 29/11/18)			Lump Sum	0	16
	0	11,885			

The senior employee shown in the table above is a member of the Local Government Pension Scheme (LGPS).
The Partnership makes no pension contributions for Jim Grieve, nor is he in receipt of pension entitlement.

REMUNERATION REPORT *(continued)*

7. Pension Entitlement

Pension benefits for the Partnership's employees are provided through the Local Government Pension Scheme (LGPS).
For the Partnership's employees, the Local Government Pension Scheme (LGPS) became a career average pay scheme on 1 April 2015. Benefits built up to 31 March 2015 are protected and based on final salary. Accrued benefits from 1 April 2015 will be based on career average salary.
The scheme's normal retirement age for employees is linked to the state pension age (but with a minimum of age 65).

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contributions rates were set at 6% for all non-manual employees.

The tiers and members contributions rates for 2019-20 were as follows:

Whole Time Pay	**Contribution rate**
On earnings up to and including £21,800 (2018/2019 £21,300)	5.50%
On earnings above £21,800 and up to £26,700 (2018/2019 £21,300 to £26,100)	7.25%
On earnings above £26,700 and up to £36,600 (2018/2019 £26,100 to £35,700)	8.50%
On earnings above £36,600 and up to £48,800 (2018/2019 £35,700 to £47,600)	9.50%
On earnings above £48,800 (2018/2019 £47,600)	12.00%

From April 2015, when allocating contribution rates to members, pensionable pay means the actual pensionable pay, regardless of hours worked.
There is no automatic entitlement to a lump sum for members who joined the scheme post April 2009. Members may opt to give up (commute) pension for lump sum or bigger lump sum up to the limit set by the Finance Act 2004.
The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation - assuming that the person left the related employment or service as at 31st March in the year to which the value relates.

8. Exit Packages

Exit packages include compulsory and voluntary redundancy costs, pension contributions in respect of added years, ex-gratia payments and other departure costs.

Exit Package Cost Band	Number of Compulsory Redundancies		Number of Other Agreed Departures		Total Number of Exit Packages by Cost Band		Total Cost of Exit Packages in Each Band	
							£'000	£'000
All Cost Bands	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0

All information disclosed in the tables at paragraphs 4, 5, 6 and 8 in this Remuneration Report has been audited.
The other sections of the Remuneration Report have been reviewed by the appointed auditor to ensure that they are consistent with the annual accounts.

Chair of Partnership Board: GORDON EDGAR _____ Date signed:

Partnership Director: JIM GRIEVE _____ Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on different reserves held by the Partnership, analysed into "Usable Reserves" (that is, those that can be applied to fund expenditure) and "Unusable Reserves". The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Partnership's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Partnership.

2018/19 - Previous Year Year Comparative	**Usable Reserves**		**Unusable Reserves**	**Total Partnership Reserves**
	General Fund Balance	**Total Usable Reserves**		
	£'000	£'000	£'000	£'000
Opening Balances at 1 April 2018	**0**	**0**	**(247)**	**(247)**
Movement in reserves during 2018/19				
Surplus or (Deficit) on Provision of Services	(147)	(147)	0	(147)
Other Comprehensive Expenditure and Income	0	0	(127)	(127)
Total Comprehensive Expenditure and Income	**(147)**	**(147)**	**(127)**	**(274)**
Adjustments between accounting basis & funding basis under regulations (Note 7)	147	147	(147)	0
Increase/Decrease in 2018/19	**0**	**0**	**(274)**	**(274)**
Balance at 31 March 2019 carried forward	**0**	**0**	**(521)**	**(521)**

2019/20 - Current Financial Year	**Usable Reserves**		**Unusable Reserves**	**Total Partnership Reserves**
	General Fund Balance	**Total Usable Reserves**		
	£'000	£'000	£'000	£'000
Opening Balances at 1 April 2019	**0**	**0**	**(521)**	**(521)**
Movement in reserves during 2019/20				
Surplus or (Deficit) on Provision of Services	107	107	0	107
Other Comprehensive Expenditure and Income	0	0	241	241
Total Comprehensive Expenditure and Income	**107**	**107**	**241**	**348**
Adjustments between accounting basis & funding basis under regulations (Note 7)	82	82	(82)	0
Increase/Decrease in 2019/20	**189**	**189**	**159**	**348**
Balance at 31 March 2020 carried forward	**189**	**189**	**(362)**	**(173)**

The South East of Scotland Transport Partnership (SESTRAN)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT 2019/20

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded by government grant, council requisitions and other income.

2018/19				2019/20		
Gross Expenditure £'000	**Gross Income £'000**	**Net Expenditure £'000**	**Services**	**Gross Expenditure £'000**	**Gross Income £'000**	**Net Expenditure £'000**
719	(1)	718	Core	678	(4)	674
678	(335)	343	Projects	1,436	(1,266)	170
1,397	**(336)**	**1,061**	**Cost Of Services**	**2,114**	**(1,270)**	**844**
73	(55)	18	Financing & Investment Income (Note 9)	75	(54)	21
0	(932)	(932)	Taxation and Non-Specific Grant Income (Note 10)	0	(972)	(972)
1,470	**(1,323)**	**147**	**(Surplus) or Deficit on Provision of Services**	**2,189**	**(2,296)**	**(107)**
			Other Comprehensive Income and Expenditure			
0	0	0	Change in Demographic Assumptions	0	0	0
264	0	264	Change in Financial Assumptions	0	(369)	(369)
0	0	0	Other Experience	0	(18)	(18)
0	(137)	(137)	Return on Assets excluding amounts included in net interest	146	0	146
264	**(137)**	**127**	**Total Other Comprehensive Income and Expenditure**	**146**	**(387)**	**(241)**
1,734	**(1,460)**	**274**	**Total Comprehensive Income and Expenditure**	**2,335**	**(2,683)**	**(348)**

The South East of Scotland Transport Partnership (SESTRAN)

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Partnership. The net assets of the Partnership (assets less liabilities) are matched by the reserves held by the Partnership. Reserves are reported in two categories. The first category of reserves are usable reserves, that is, those reserves that the Partnership may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves are those that the Partnership is not able to use to provide services. This category of reserves include reserves that hold unrealised gains and losses (for example, the Capital Adjustment Account Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adustments between accounting basis and funding basis under regulations".

31 March 2019 £'000		Note	31 March 2020 £'000
352	Property, plant and equipment	11	309
352	**Long term assets**		**309**
514	Short-term debtors	13	773
0	Provision for Bad Debts	14	0
279	Cash and cash equivalents	15	151
793	**Current assets**		**924**
(190)	Contributions and Grants Received in Advance		0
(609)	Short-term creditors	16	(745)
(799)	**Current liabilities**		**(745)**
(867)	Other long-term liabilities (Pensions)	24	(661)
(867)	**Long-term liabilities**		**(661)**
(521)	**Net assets/ (liabilities)**		**(173)**
	Financed by:		
0	Usable reserves	17	189
(521)	Unusable reserves	18	(362)
(521)	**Total reserves**		**(173)**

The unaudited Annual Accounts were issued on the 19th June 2020.
The audited financial statements were authorised for issue on

Treasurer: HUGH DUNN, CPFA _____ Date signed: _____

The South East of Scotland Transport Partnership (SESTRAN)

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Partnership during the reporting period. The statement shows how the Partnership generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flow arising from operating activities is a key indicator of the extent to which the operations of the Partnership are funded by way of government grant income, council requisitions and recipients of services provided by the Partnership. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Partnership's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (that is, borrowing) to the Partnership.

31 March 2019 £'000	31 March 2019 £'000		31 March 2020 £'000	31 March 2020 £'000
		OPERATING ACTIVITIES		
(782)		Government Grants	(782)	
(190)		Constituent Council Requisitions	(190)	
(1)		Interest paid/ (received)	(1)	
(396)		Other receipts from operating activities	(842)	
	(1,369)	**Cash inflows generated from operating activities**		**(1,815)**
481		Cash paid to and on behalf of employees	488	
1,309		Cash paid to suppliers of goods and services	1,393	
	1,790	**Cash outflows generated from operating activities**		**1,881**
	421	**Net cash flows from operating activities**		**66**
		INVESTING ACTIVITIES		
0		Purchase of property, plant and equipment	62	
	0	**Net cash flows from investing activities**		**62**
		FINANCING ACTIVITIES		
0		Other receipts from financing activities	0	
	0	**Net cash flows from financing activities**		**0**
	421	**Net(increase)/ decrease in cash and cash equivalents**		**128**
	700	**Cash and cash equivalents at the beginning of the reporting period**		**279**
	279	**Cash and cash equivalents at the end of the reporting period (Note 15)**		**151**

The South East of Scotland Transport Partnership (SESTRAN)

1. STATEMENT OF ACCOUNTING POLICIES

1.1 Accounting Policies

The Annual Accounts have been prepared in accordance with the International Financial Reporting Standards (IFRS) based Code of Practice in the United Kingdom (the Code). This is to ensure that the Annual Accounts "present a true and fair view" of the financial position and transactions of the Partnership.
The Annual Accounts have been prepared on an historic cost basis, modified by the valuation of pension assets and liabilities and property, plant and equipment, where appropriate.

1.2 Revenue Expenditure

Revenue expenditure is that which does not yield benefit beyond the year of account. In broad terms the revenue expenditure of the Partnership can be divided into two categories:

- employees;
- day-to-day operating expenses, includes costs incurred in respect of office accommodation transport, ICT, and project expenditure.

1.3 Revenue Income

Revenue income is that which does not yield benefit beyond the year of account. In broad terms the revenue income of the Partnership can be divided into the following categories:

- Council requisitions, which fund day to day expenditure;
- European Union, Scottish Government and other grant income awarded to fund specific projects;
- other income recoveries to fund specific projects.

1.4 Accruals of Expenditure and Income

The revenue account has been prepared on an accruals basis in accordance with the Code of Practice. Amounts estimated to be due to or from the Partnership, which are still outstanding at the year end, are included in the accounts. Government Grants have been accounted for on an accruals basis.

1.5 Operating Leases

a) Leased-in assets

Rental payments under operating leases are charged to the Comprehensive Income and Expenditure Statement on a straight line basis over the life of the lease.

b) Leased-out assets

The Partnership has not identified any leased-out assets that fall under the definition of operating leases.

1.6 Overheads

The cost of service in the Comprehensive Income and Expenditure Statement includes the Partnership's overheads.

1.7 Charges to the Comprehensive Income and Expenditure Statement for use of non-current assets

Charges are made to the Comprehensive Income and Expenditure Statement for the use of non-current assets, through depreciation charges. The aggregate charge to individual services is determined on the basis of the assets used in each service.

1. STATEMENT OF ACCOUNTING POLICIES *(continued)*

1.8 Employee Benefits

Pensions
The Partnership is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by the Lothian Pension Fund. The LGPS is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998, as amended.

The Annual Accounts have been prepared including pension costs, as determined under International Accounting Standard 19 – Employee Benefits (IAS 19). The cost of service in the Comprehensive Income and Expenditure Statement includes expenditure equivalent to the amount of retirement benefits the Partnership has committed to during the year. Pensions interest cost and the expected return on pension assets have been included in the "Surplus or Deficit on the Provision of Services" within the Comprehensive Income and Expenditure Statement.

The pension costs charged to the Comprehensive Income and Expenditure Statement in respect of employees are not equal to contributions paid to the funded scheme for employees. The amount by which pension costs under IAS19 are different from the contributions due under the pension scheme regulations are disclosed in the Movement in Reserves Statement for the General Fund.
Pension assets have been valued at bid value (purchase price), as required under IAS19.
Under pension regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

Accruals of Holiday Leave
Cost of service includes a charge for annual leave to which employees are entitled, but have not taken as at the Balance Sheet date. The Partnership is not required to raise requisitions on constituent councils to cover the cost of accrued annual leave. These costs are therefore replaced by revenue provision in the Movement in Reserves Statement for the General Fund balance by way of an adjusting transaction with the Accumulated Absence Account.

1.9 Non Current Assets

Property, Plant and Equipment
Property, Plant and Equipment is categorised into the following classes:

- Vehicles, plant and equipment;
- Assets under construction;

Recognition:

- Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment has been capitalised on an accruals basis;

Depreciation:

- Depreciation is provided on all Property, Plant and Equipment;
- The Partnership provides depreciation on its Property, Plant and Equipment from the month when it comes into use. Thereafter depreciation is provided on a straight line basis over the expected life of the asset. No depreciation is provided on Assets Under Construction.

Measurement:
Property, Plant and Equipment are included in the Balance Sheet at the lower of net current replacement cost or net realisable value in existing use, net of depreciation.

1.10 Government Grants and Other Contributions

● Revenue
Revenue grants and other contributions have been included in the financial statements on an accruals basis. Where such funds remain unapplied at the Balance Sheet date, but approval has been given to carry these funds forward to the next financial year, the funds have been accrued.

1. STATEMENT OF ACCOUNTING POLICIES *(continued)*

1.10 Government Grants and Other Contributions *(continued)*

● Capital

Capital grants and contributions are recognised in the Comprehensive Income and Expenditure Statement, except to the extent there are conditions attached to them that have not been met.
Where there are no conditions attached to capital grants and contributions, these funds are a reconciling item in the Movement in Reserves Statement by way of an adjusting transaction with the capital adjustment account where expenditure has been incurred and the unapplied capital grants account, where expenditure has not been incurred.

Where there are outstanding conditions attached to capital grants and contributions that have not been met by the Balance Sheet date, the grant or the contribution will be recognised as part of capital grants in advance. Once the condition has been met, the grant or contribution will be transferred from capital grants received in advance and recognised as income in the Comprehensive Income and Expenditure Statement.

1.11 Provisions

Provisions are made for liabilities of uncertain timing or amount that have been incurred.

The value of provisions is based upon the Partnership's obligations arising from past events, the probability that a transfer of economic benefit will take place, and a reasonable estimate of the obligation.

1.12 Reserves

Reserves held on the Balance Sheet are classified as either usable or unusable. Unusable reserves cannot be applied to fund expenditure. The Transport Scotland (2019) Act permits the Partnership to operate a usable reserve. In March 2020 a Reserves Policy was approved, permitting the Partnership to hold a general reserve with a minimum value of 5% of annual Core budget. Balances held in excess of 5% require to be reviewed annually in-line with risk/identified commitments. The Partnership also operates a General Fund reserve to manage slippage on approved Project budget delivery.

The Partnership operates the following unusable reserves:

a) Pension Reserve

The Partnership operates a Pensions Reserve Fund under the terms of the Local Government Pension Reserve Fund (Scotland) Regulations 2003. The Pension Reserve represents the net monies which the Partnership requires to meet its net pension liability as calculated under IAS 19, Employee Benefits;

b) Capital Adjustment Account

The Capital Adjustment Account represents movement in the funding of assets arising either from capital resources such as capital receipts, or capital funded directly from revenue contributions;

***c)* Accumulated Absences Account**

This represents the net monies which the Partnership requires to meet its short-term compensated absences for employees under IAS19.

1.13 Financial Instruments

Financial Assets

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.
Surplus funds held on behalf of the Partnership are managed by the City of Edinburgh Council under a formal management agreement in a pooled investment arrangement.

1. STATEMENT OF ACCOUNTING POLICIES *(continued)*

1.14 Cash and Cash Equivalents

Cash and cash equivalents include:

- Credit and debit funds held in banks

1.15 Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Partnership a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Partnership.
Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

1.16 Value Added Tax

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs.

1.17 Events After the Reporting Period

Events after the reporting period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Annual Accounts are authorised for issue.

Two types of events can be identified:
i) those that provide evidence of conditions that existed at the end of the reporting period - the Annual Accounts are adjusted to reflect such events;
ii) those that are indicative of conditions that arose after the reporting period - the Annual Accounts are not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.
Events taking place after the date of authorisation for issue are not reflected in the Annual Accounts.

1.18 Short Term Debtors and Short Term Creditors

The revenue transactions of the Partnership are recorded on an accruals basis which means that amounts due to or from the Partnership, but still outstanding at the year end, are included in the accounts. Where there was insufficient information available to provide actual figures, estimates have been included.

1.19 Changes in Accounting Policies and Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Partnership's financial position or performance.
Changes in accounting estimates are accounted for prospectively; i.e. in the current and future years affected by the change.
Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

1.20 Going Concern

It is considered appropriate to adopt a going concern basis for the preparation of the Annual Accounts, given ongoing Regional Transport Partnership grant funding provided by Scottish Ministers under Section 70 of the Transport (Scotland) Act 2001 and constituent councils obligation to meet the net expenses of the Partnership under Section 3 of the Transport (Scotland) Act 2005.

2. EXPENDITURE AND FUNDING ANALYSIS

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources by the Partnership in comparison with those resources consumed or earned by the Partnership in accordance with general accounting practice. It also shows how this expenditure is allocated for decision making purposes between service areas. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement (CIES) (see page 12).

Expenditure and Funding Analysis

	Net Expenditure Chargeable to the General Fund	Adjustments	Net Expenditure in the CIES
2019/20	**£'000**	**£'000**	**£'000**
Core	517	157	674
Projects	267	(97)	170
Net Cost of Services	**784**	**60**	**844**
Other Income and Expenditure			
Government grant	(782)	0	(782)
Constituent council requisitions	(190)	0	(190)
Interest Received	(1)	0	(1)
Net pension interest cost	0	22	22
(Surplus) or deficit on the provision of services	**(189)**	**82**	**(107)**

	Net Expenditure Chargeable to the General Fund	Adjustments	Net Expenditure in the CIES
2018/19	**£'000**	**£'000**	**£'000**
Core	544	174	718
Projects	389	(46)	343
Net Cost of Services	**933**	**128**	**1,061**
Other Income and Expenditure			
Government grant	(782)	0	(782)
Constituent council requisitions	(150)	0	(150)
Interest Received	(1)	0	(1)
Net pension interest cost	0	19	19
(Surplus) or deficit on the provision of services	**0**	**147**	**147**

2. EXPENDITURE AND FUNDING ANALYSIS *(continued)*

Expenditure and Funding Analysis *(continued)*

2.1 Adjustments from the General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts:

2019/20	Adjusts. For Capital Purposes £'000	Net Change for Pensions Adjusts. £'000	Other Differences £'000	Total Statutory Adjusts. £'000
Core	140	13	4	157
Projects	(97)	0	0	(97)
Net Cost of Services	**43**	**13**	**4**	**60**
Other Income and Expenditure				
Net pension interest cost	0	22	0	22
(Surplus) or deficit on the provision of services	**43**	**35**	**4**	**82**

2018/19	Adjusts. For Capital Purposes £'000	Net Change for Pensions Adjusts. £'000	Other Differences £'000	Total Statutory Adjusts. £'000
Core	116	59	(1)	174
Projects	(46)	0	0	(46)
Net Cost of Services	**70**	**59**	**(1)**	**128**
Other Income and Expenditure				
Net pension interest cost	0	19	0	19
(Surplus) or deficit on the provision of services	**70**	**78**	**(1)**	**147**

- Adjustments for capital purposes include the removal of depreciation and impairment costs, and the inclusion of capital funded from current revenue.
- Net changes for pensions adjustment relates to the adjustment made for the removal of IAS19 Employee Benefits pension related expenditure and income with the pension contributions.
- Other differences relate to the reversal of the value of entitlement to accrued leave.

2. EXPENDITURE AND FUNDING ANALYSIS *(continued)*

2.2 Segmental Analysis of Income included in Expenditure and Funding Analysis

2019/20	Core £'000	Projects £'000	Total £'000
Expenditure			
Employee expenses	334	0	334
Other service expenses	187	1,533	1,720
Total Expenditure	**521**	**1,533**	**2,054**
Income			
Government grants and other contribs.	(4)	(1,266)	(1,270)
Total Income	**(4)**	**(1,266)**	**(1,270)**
Net Cost of Services	**517**	**267**	**784**

2018/19	Core £'000	Projects £'000	Total £'000
Expenditure			
Employee expenses	345	0	345
Other service expenses	200	724	924
Total Expenditure	**545**	**724**	**1,269**
Income			
Government grants and other contribs.	(1)	(335)	(336)
Total Income	**(1)**	**(335)**	**(336)**
Net Cost of Services	**544**	**389**	**933**

2.3 Expenditure and Income Analysed by Nature

The Partnership's expenditure and income, as set out within the Comprehensive Income and Expenditure Statement is analysed as follows:

	31st March 2020 £'000	31st March 2019 £'000
Expenditure		
Employee expenses	350	403
Other service expenses	1,649	875
Depreciation, amortisation and impairment	141	119
Interest payments	75	73
Total Expenditure	2,215	1,470
Income		
Fees, charges and other service income	(4)	0
Interest and investment income	(54)	(55)
Income from constituent councils	(190)	(150)
Government grants and other contributions	(2,048)	(1,118)
Total Income	(2,296)	(1,323)
(Surplus) or Deficit on the Provision of Services	(81)	147

3. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT NOT YET ADOPTED

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2020/21 Code. For 2020/21 the following accounting policy changes that need to be reported relate to:

- Amendments to IAS 28 Investments in Associates and Joint Ventures: Long-term Interests in Associates and Joint Ventures,
- Annual Improvements to IFRS Standards 2015–2017 Cycle and
- Amendments to IAS 19 Employee Benefits: Plan Amendment, Curtailment or Settlement.

The Code does not anticipate that the above amendments will have a material impact on the information provided in the Partnership's Annual Accounts.

4. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Partnership has had to make certain judgements about complex transactions or those involving uncertainty about future events.
The critical judgements made in the Annual Accounts are:

- There is high degree of uncertainty about future levels of funding for local government. The Partnership has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Partnership might be impaired as a result of a need to reduce levels of service provision.
- Local Government Pension Scheme - Guaranteed minimum pension (GMP). The interim solution to avoid inequalities between men and women's benefits following the introduction of the Single State Pension in 2016 has resulted in a recalculation of pension liabilities relating to the estimated impact of GMP indexation changes. The increased liability of £4,000 at 31 March 2019 has been reflected in the roll-forward pension liability at 31st March 2020. The increased liability has been reflected as a past service cost (refer to Note 24 Defined Benefit Pension Schemes). This is an estimate which will be revised at the upcoming valuation.
- Local Government Pension Scheme (LGPS) - McCloud judgement. Legislation requires the LGPS to undertake periodic valuations to monitor the cost of the LGPS to ensure it remains sustainable and affordable. The cost management process has been paused following the Court of Appeal ruling that the transitional arrangements in both the Judges' Pension Scheme (McCloud) and Firefighters' Pension Scheme (Sargeant) were age discriminatory. These cases could have knock on implications for the LGPS (potentially increasing the liabilities). The Partnership's actuary has included an estimate within the pension liability as a past service cost. The allowance has been reduced in the current valuation to reflect the recent proposed changes to eligibility.
- The Goodwin case judgement, in respect of deemed discrimination in spousal transfer on death of a member, may also result in the potential increasing of the pension liabilities. The Partnership's actuary has not included an estimate of the impact of the Goodwin case in the valuation due to the uncertainty of the final outcome. The estimated impact on the Employer's future obligations may be around 0.01% higher.

5. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Annual Accounts contains estimated figures that are based on assumptions made by the Partnership about the future or events that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Partnership's Balance Sheet at 31 March 2020 for which there is a significant risk of material adjustment in the forthcoming financial year are:

5.1 Pension Liabilities

Uncertainties

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Partnership with expert advice about the assumptions to be applied.

Effect if Actual Result Differs from Assumptions

Formal actuarial valuations are carried out every three years, where each employer's assets and liabilities are calculated on a detailed basis, using individual member data, for cash contribution setting purposes. For 31 March 2020, it is difficult to comment on how a 'typical' LGPS employer's balance sheet may compare to March 2019. For all LGPS Funds, investment returns have been significantly lower than expected (particularly in the last 2 months of the accounting period) which has served to worsen the balance sheet position. The effect of this will have been at least partly offset by a higher net discount rate which serves to reduce the value placed on the obligations (corporate bond yields are at a similar level to 2019 but inflation expectations are significantly lower).

Under accounting guidance, employers are expected to disclose the sensitivity of the valuation to key assumptions.The following table shows the sensitivity of the results to the changes in the assumptions used to measure the scheme liabilities. Approximate percentage changes and monetary values are shown:

	Approximate % increase to Defined Benefit Obligation %	Approximate monetary amount £000
0.5% decrease in Real Discount Rate	12%	347
0.5% increase in the Salary Increase Rate	3%	89
0.5% increase in the Pension Increase Rate	9%	250

6. EVENTS AFTER THE BALANCE SHEET DATE

The Unaudited Annual Accounts were authorised for issue on 19th June 2020. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provide information about conditions existing at 31 March 2020, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.
There were no events which took place after 31st March 2020 which would materially affect the 2019/20 Annual Accounts. The impact of the COVID-19 pandemic, which began in March 2020, when Partnership employees moved to remote working, was before the end of the reporting period. It is likely that the impact on the Partnership's Annual Accounts for 2019/20 will be non-adjusting. The short, medium and long-term consequences may give rise to changes in service provision which, if arising, will be considered and reported to the Partnership during 2020/21. Further narrative to the pandemic and impact to the Partnership is referenced within the Management Commentary.

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Partnership in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Partnership to meet future capital and revenue expenditure.

	Usable Reserves	Unusable Reserves			
2019/20	**General Fund Balance**	**Capital Adjustment Account**	**Accumulated Absence Account**	**Pension Reserve**	**Movement in Unusable Reserve**
	£'000	**£'000**	**£'000**	**£'000**	**£'000**
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	141	(141)			(141)
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Contributions credited to the CIES that have been applied to capital financing	(98)	98			98
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	116			(116)	(116)
Employer's pension contributions and direct payments to pensioners payable in the year	(81)			81	81
Adjustments primarily involving the Accumulated Absence Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	4		(4)		(4)
Total Adjustments	**82**	**(43)**	**(4)**	**(35)**	**(82)**

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS *(continued)*

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Partnership in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Partnership to meet future capital and revenue expenditure.

2018/19	Usable Reserves	Unusable Reserves			
	General Fund Balance	Capital Adjustment Account	Accumulated Absence Account	Pension Reserve	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	119	(119)			(119)
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Contributions credited to the CIES that have been applied to capital financing	(49)	49			49
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	134			(134)	(134)
Employer's pension contributions and direct payments to pensioners payable in the year	(56)			56	56
Adjustments primarily involving the Accumulated Absence Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(1)		1		1
Total Adjustments	**147**	**(70)**	**1**	**(78)**	**(147)**

8. TRANSFERS TO/FROM EARMARKED RESERVES

In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy. An earmarked balance of £177,000 has been established to meet slippage on project delivery from 2019/20 to 2020/21.

9. FINANCING AND INVESTMENT INCOME

	2019/20 £'000	2018/19 £'000
Interest income on plan assets	(53)	(54)
Interest Received	(1)	(1)
Pensions interest cost	75	73
	21	18

10. TAXATION AND NON SPECIFIC GRANT INCOME

	2019/20 £'000	2018/19 £'000
Government Grant	(782)	(782)
Constituent Council Requisitions	(190)	(150)
	(972)	(932)

11. PROPERTY, PLANT AND EQUIPMENT

11.1 Movements on balances:

Movements in 2019/20 Cost or Valuation	Vehicles Plant and Equipment £'000	Assets Under Construction £'000	Total Property Plant and Equipment £'000
At 1st April 2019	827	0	827
Additions	28	70	98
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(64)	0	(64)
At 31st March 2020	791	70	861
Accumulated Depreciation			
At 1st April 2019	(475)	0	(475)
Depreciation charge	(128)	0	(128)
Depreciation written out to the Surplus/Deficit on the Provision of Services	51	0	51
At 31st March 2020	(552)	0	(552)
Net Book Value At 31st March 2020	239	70	309

11. PROPERTY, PLANT AND EQUIPMENT *(continued)*

11.2 Movements on balances:

Comparative Movements in 2018/19 Cost or Valuation	Vehicles Plant and Equipment £'000	Assets Under Construction £'000	Total Property Plant and Equipment £'000
At 1st April 2018	778	0	778
Additions	49	0	49
At 31st March 2019	827	0	827
Accumulated Depreciation			
At 1st April 2018	(356)	0	(356)
Depreciation charge	(119)	0	(119)
At 31st March 2019	(475)	0	(475)
Net Book Value			
At 31st March 2019	352	0	352

11.3 Depreciation

The following useful lives have been used in the calculation of depreciation:

- Vehicles, plant and equipment: 4 - 5 years

The Partnership provides depreciation on its Property, Plant and Equipment from the month when it comes into use.

11.4 Capital Commitments

The Partnership has no capital commitments for 2020/21.

12. FINANCIAL INSTRUMENTS

12.1 **Financial Instruments - Classifications**

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to government grants, do not give rise to financial instruments.

Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Partnership and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Partnership.

The Partnership's financial liabilities held during the year comprised:

- Trade payables for goods and services received.

Financial Assets

A financial asset is a right to future economic benefits controlled by the Partnership that is represented by cash, equity instruments or a contractual right to receive cash or other financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Partnership.

The Partnership's financial assets held during the year comprised:

- Cash in hand;
- Cash and cash equivalents (Loans and receivables). The Partnership maintains its funds as part of the City of Edinburgh Council's group of bank accounts. Any cash balance is effectively lent to the Council, but is 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;
- Trade receivables for goods and services provided.

12.2 **Financial Instruments - Balances**

The financial liabilities disclosed in the Balance Sheet are analysed across the following categories

	Current	
	31st March 2020 £'000	**31st March 2019 £'000**
Trade creditors	539	557

The financial assets disclosed in the Balance Sheet are analysed across the following categories:

	Current	
	31st March 2020 £'000	**31st March 2019 £'000**
Loans and receivables	758	462
Trade debtors	9	156
	767	618

12. FINANCIAL INSTRUMENTS *(continued)*

12.3 **Financial Instruments - Fair Values**

The financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Since all of the Partnership's loans and receivables mature within the next 12 months, the carrying amount has been assumed to approximate to fair value. The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

	31 March 2020		31 March 2019	
Financial Liabilities	**Carrying Amount £'000**	**Fair Value £'000**	**Carrying Amount £'000**	**Fair Value £'000**
Trade creditors	539	539	557	557

	31 March 2020		31 March 2019	
Financial Assets	**Carrying Amount £'000**	**Fair Value £'000**	**Carrying Amount £'000**	**Fair Value £'000**
Loans and receivables	758	758	462	462
Trade debtors	9	9	156	158
	767	767	618	620

12.4 **Income, Expenses, Gains and Losses**

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are made up as follows:

	31st March 2020 £'000	**31st March 2019 £'000**
Total expense and income in Surplus or Deficit on the Provision of Services:		
Interest Income	1	1

13. DEBTORS

	31st March 2020 £'000	**31st March 2019 £'000**
Debtors:		
Central government bodies	504	27
Other local authorities	7	4
HM Customs and Excise - VAT	29	24
Other entities and individuals	233	459
	773	514

14. PROVISION FOR BAD DEBTS

Cost or Valuation	31st March 2020 £'000	31st March 2019 £'000
Opening Balance	0	0
Provision made during year	0	0
Unused amounts reversed during the year	0	0
Closing Balance	0	0

15. CASH AND CASH EQUIVALENTS

The balance of cash and cash equivalents is made up of the following elements:

	31st March 2020 £'000	31st March 2019 £'000
Bank account	151	279
	151	279

16. CREDITORS

	31st March 2020 £'000	31st March 2019 £'000
Central government bodies	(25)	0
Other local authorities	(89)	(5)
Other entities and individuals	(608)	(543)
Employee costs	(23)	(61)
	(745)	**(609)**

17. USABLE RESERVES

		31st March 2020 £'000	31st March 2019 £'000
17.1	Unallocated General Fund Reserve	12	0
17.2	Earmarked Balance - Project Budget slippage	177	0
		189	0

18. UNUSABLE RESERVES

		31st March 2020 £'000	31st March 2019 £'000
18.1	Capital Adjustment Account	309	352
18.2	Pension Reserve	(661)	(867)
18.3	Accumulated Absence Account	(10)	(6)
		(362)	(521)

18.1 Capital Adjustment Account

The Capital Adjustment Account 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. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Partnership as finance for the costs of acquisition, construction and enhancement.

	2019/20 £'000	2018/19 £'000
Balance at 1st April	352	422
Reversal of items related to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
• Charges for depreciation and impairment of non-current assets	(141)	(119)
• Charges for revaluation of non-current assets	0	0
Net written out amount of the cost of non-current assets consumed in year	211	303
Capital financing applied in the year:		
• Contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	98	49
Balance at 31st March	309	352

18.2 Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Partnership accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Partnership makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Partnership has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

18. UNUSABLE RESERVES *(continued)*

18.2 Pension Reserve *(continued)*

	2019/20 £'000	2018/19 £'000
Balance at 1st April	(867)	(662)
Remeasurements of the net defined benefit liability	241	(127)
Reversals of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.	(116)	(134)
Employer's pension contributions and direct payments to pensioners payable in the year.	81	56
Balance at 31st March	(661)	(867)

18.3 Accumulated Absence Account

The Accumulated Absence Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, for example, annual leave entitlement carried forward at 31st March. Statutory arrangements require that the impact on the General Fund balance is neutralised by transfers to or from the Account.

	2019/20 £'000	2018/19 £'000
Balance at 1st April	(6)	(7)
Settlement or cancellation of accrual made at the end of the preceding year	6	7
Amounts accrued at the end of the current year	(10)	(6)
Balance at 31st March	(10)	(6)

19. MEMBERS EXPENSES

The Partnership paid the following amounts to members during the year:

	2019/20 £'000	2018/19 £'000
Expenses	0	1
	0	1

20. EXTERNAL AUDIT COSTS

The Partnership has incurred the following costs in relation to the audit of the Annual Accounts, certification of grant claims, statutory inspections and to non-audit services provided by the Partnership's external auditors:

Fees payable in respect of:	2019/20 £'000	2018/19 £'000
• external audit services carried out by the appointed auditor for the year	11	10
	11	10

21. GRANT INCOME

The Partnership credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2019/20:

	2019/20 £'000	2018/19 £'000
Credited to Taxation and Non Specific Grant Income		
Scottish Government - Revenue Grant	(782)	(782)
Constituent Council Requisitions (Note 22.3)	(190)	(150)
	(972)	(932)
Credited to Services		
EU Grant - Social Car	0	(5)
EU Grant - Regio Mob	(3)	(24)
EU Grant - Sharenorth	(12)	(27)
EU Grant - RTPI		0
EU Grant - Surflogh	(30)	(29)
EU Grant - e-Bikes		(24)
EU Grant - Bling	(16)	(2)
EU Grant - Primaas	(11)	0
Contribution - Transport Scotland		(46)
Contribution - City of Edinburgh Council	(2)	(2)
Contribution - East Lothian Council	(2)	(2)
Contribution - Fife Council	(2)	(2)
Contribution - Scottish Borders Council	(8)	(1)
Contribution - Scottish Enterprise	(125)	0
Contribution - West Lothian Council		0
Contribution - HITRANS	(4)	(2)
Contribution - NESTRANS	(3)	(3)
Contribution - SUSTRANS	(163)	(110)
Contribution - SWESTRANS		0
Contribution - TACTRAN	(3)	(4)
Contribution - Transport Scotland	(843)	0
Contribution - ZETRANS		0
	(1,227)	(283)

22. RELATED PARTIES

The Partnership is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the Partnership or to be controlled or influenced by the Partnership. Disclosure of these transactions allows readers to assess the extent to which the Partnership might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Partnership.

22.1 Scottish Government

The Partnership receives grant-in-aid revenue funding through the Scottish Government.
Grants received from the Scottish Government are set out in the subjective analysis in Note 21.

22.2 Members

Members of the Partnership have direct control over the Partnership's financial and operating policies.
The total of members' expenses paid by the Partnership in 2019-20 is shown in Note 19.

22.3 Other Parties

During the year, the Partnership entered into the following transactions with related parties:

	2019/20 £'000	2018/19 £'000
• Revenue Expenditure - Support Services		
City of Edinburgh Council - Financial Services/ Clerking	44	42
Falkirk Council - HR Services	0	2
	44	44
• Revenue Expenditure - Other		
City of Edinburgh Council	1	1
East Lothian Council	108	0
Midlothian Council	18	0
Newcastle City Council	14	13
NHS Lothian	22	46
Scottish Government	21	17
	184	77

22. RELATED PARTIES *(continued)*

22.3 Other Parties *(continued)*

	2019/20 £'000	2018/19 £'000
• Revenue Income - Requisitions		
Clackmannanshire Council	(6)	(5)
East Lothian Council	(13)	(10)
City of Edinburgh Council	(61)	(48)
Falkirk Council	(19)	(15)
Fife Council	(44)	(35)
Midlothian Council	(11)	(9)
Scottish Borders Council	(14)	(11)
West Lothian Council	(22)	(17)
	(190)	(150)
• Revenue Income - Interest on Revenue Balances		
City of Edinburgh Council	(1)	(1)
	(1)	(1)
• Revenue Income - Other		
Constituent Councils	(40)	(16)
City of Edinburgh Council	(2)	(2)
East Lothian Council	(2)	(2)
Fife Council	(2)	(2)
Scottish Borders Council	(8)	(1)
Scottish Enterprise	(125)	0
Transport Scotland	(843)	(46)
	(1,022)	(69)

22. RELATED PARTIES *(continued)*

22.3 Other Parties *(continued)*

The following represents amounts due to/(from) the Partnership at 31 March 2020, with its related parties.

CREDITORS	2019/20 £'000	2018/19 £'000
• Creditors - Related Parties (Revenue Grants)		
Clackmannanshire Council	(80)	0
Edinburgh & Lothians Greenspace Trust	(35)	0
NHS Lothian	(58)	(46)
Scottish Enterprise	(25)	(150)
West Lothian Council	(8)	0
	(206)	(196)
• Creditors - Related Parties (Other)		
City of Edinburgh Council	(1)	(5)
Falkirk Council	0	(2)
Constituent Councils	0	(32)
	(1)	(39)
• Creditors - Other Parties	(538)	(564)
Total Creditors	(745)	(799)
DEBTORS		
• Debtors - Related Parties (Revenue Grants/ Other)		
Network Rail	0	4
Scottish Borders Council	7	0
Scottish Enterprise	0	150
Stirling Council	0	4
Transport Scotland	504	26
	511	184
• Debtors - Other Parties	262	330
Total Debtors	773	514

23. LEASES

Operating Leases

From 8th February 2016 the Partnership took occupancy of Area 3D (Bridge) in Victoria Quay, Edinburgh under the terms of a Memorandum of Terms of Occupation (MOTO) with the Scottish Government, which forms part of the Civil Estates Occupancy Agreement (CEOA).
The Partnership signed a new MOTO and is permitted to occupy the space from 8th February 2019 to 7th February 2022 (the Prescribed Term) and so on until ended by either party giving notice under the terms of the CEOA. Both parties will, upon provision of not less than 1 year's prior written notice, have the ability to break this agreement.

During 2019/20, the Partnership entered into a contract with Henry Howard Finance Group to lease eight Apple iphones for staff use. The Partnership has the option to terminate the lease under no penalty if at least three months written notice is given.

During 2019/20, the Partnership entered into a contract with Ricoh UK Ltd to lease an office printer. The minimum term for this contract is 36 months before the Partnership has the option to terminate the lease under no penalty.

The Partnership's expenditure on lease payments during 2019/20 was £18,000 (2018/19 £27,000)

The minimum lease payments due under non-cancellable leases in future years are:

	2019/20 £'000	2018/19 £'000
• Not later than 1 year	18	18
• Over 1 year	1	0
	19	18

The Partnership has no other material operational leases.

24. DEFINED BENEFIT PENSION SCHEMES

24.1 Participation in Pension Schemes

As part of the terms and conditions of employment of its staff, the Partnership makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until the employees retire, the Partnership has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement. As explained in Accounting Policy 1.8, the Partnership is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by the Lothian Pension Fund.

The Partnership participates in:

- A funded defined benefit final salary scheme. This means that the Partnership and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.
- An arrangement for the award of discretionary post retirement benefits upon early retirement - this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pensions payments as they eventually fall due.

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.2 Transactions Relating to Post-employment Benefits

The Partnership recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made is based on the cash payable in the year, so the real cost of post employment/ retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

Comprehensive Income and Expenditure Statement	**2019/20 £000**	**2019/20 £000**	**2018/19 £000**	**2018/19 £000**
Cost of services:				
Service cost, comprising:				
Current service costs	109		85	
Past service costs	(15)		30	
		94		115
Financing and investment income:				
Net interest expense		22		19
Total post employee benefit charged to the surplus on the provision of services		116		134
Other post-employment benefits charges to the Comprehensive Income / Expenditure Statement				
Remeasurement of the net defined liability, comprising:				
Return on plan assets, excluding the amount included in the net interest expense above	146		(137)	
Actuarial gains and (losses) arising on changes in financial assumptions	(369)		264	
Actuarial gains and (losses) arising on changes in demographic assumptions	0		0	
Other experience	(18)		0	
		(241)		127
Total post-employment benefits charged to the Comprehensive Income / Expenditure Statement		(125)		261
Movement in Reserves Statement				
Reversal of net charges made to the surplus on the provision of services for post-employment benefits in accordance with the Code.		35		78
Actual amount charged against the General Fund Balance for pensions in the year:				
Employer's contributions payable to the scheme		81		56
		81		56

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.3 Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council's obligations in respect of its defined benefit plan is as follows:

	2019/20 £'000	2018/19 £'000
Fair value of employer assets	2,149	2,212
Present value of funded liabilities	(2,810)	(3,079)
Present value of unfunded liabilities	0	0
Net liability arising from defined benefit obligation	(661)	(867)

24.4 Reconciliation of the Movements in the Fair Value of Scheme Assets

	2019/20 £'000	2018/19 £'000
Opening fair value of scheme assets	2,212	2,016
Interest income	53	54
Remeasurement gain / (loss):		
Return on plan assets, excluding the amount included in the net interest expense	(146)	137
Contributions from employer	81	56
Contributions from employees into the scheme	18	17
Benefits paid	(69)	(68)
Unfunded benefits paid	0	0
Closing fair value of scheme assets	2,149	2,212

Reconciliation of Present Value of the Scheme Liabilities

	2019/20 £'000	2018/19 £'000
Present value of funded liabilities	(3,079)	(2,678)
Present value of unfunded liabilities	0	0
Opening balance at 1st April	(3,079)	(2,678)
Current service cost	(109)	(85)
Interest cost	(75)	(73)
Contributions from employees into the scheme	(18)	(17)
Remeasurement gain / (loss):		
Change in demographic assumptions	0	0
Change in financial assumptions	369	(264)
Other experience	18	0
Past service cost	15	(30)
Benefits paid	69	68
Unfunded benefits paid	0	0
Closing balance at 31st March	(2,810)	(3,079)

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.5 Fair Value of Employer Assets

The following asset values are at bid value as required under IAS19.

	2019/20		2018/19	
	£'000	%	£'000	%
Equity Securities:				
Consumer *	205	10	235	11
Manufacturing *	310	14	272	12
Energy and Utilities *	137	6	167	8
Financial Institutions *	140	7	186	8
Health and Care *	149	7	120	5
Information technology *	93	4	72	3
Other *	157	7	216	10
Sub-total Equity Securities	1,190		1,268	
Debt Securities:				
Corporate Bonds (investment grade) *	36	2	0	0
Corporate Bonds (investment grade)	79	4	0	0
UK Government *	132	6	225	10
Sub-total Debt Securities	247		225	
Private Equity:				
All	19		30	
Sub-total Private Equity	19	1	30	1
Real Estate:				
UK Property *	25	1	0	0
UK Property	116	5	150	7
Overseas Property	2	0	0	0
Sub-total Real Estate	143		150	
Investment Funds and Unit Trusts:				
Equities *	26	1	22	1
Bonds *	9	0	0	0
Bonds	0	0	56	3
Infrastructure	302	14	275	12
Sub-total Investment Funds and Unit Trusts	338		353	
Derivatives:				
Foreign Exchange *	4	0	0	0
Sub-total Derivatives	4		0	
Cash and Cash Equivalents				
All *	208	10	186	8
Sub-total Cash and Cash Equivalents	208		186	
Total Fair Value of Employer Assets	2,149		2,212	

Scheme assets marked with an asterisk (*) have quoted prices in active markets.

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.6 Basis for Estimating Assets and Liabilities

Hymans Robertson, the independent actuaries to Lothian Pension Fund, have advised that the financial assumptions used to calculate the components of the pension expense for the year ended 31 March 2020 were those from the beginning of the year (i.e. 31 March 2019) and have not been changed during the year.

The principal assumptions used by the actuary in the calculations are:

Investment returns

- Total returns for the period from 1 April 2019 to 31 March 2020 (4.2%)

	2019/20	2018/19
Mortality assumptions - longevity at 65 for current pensioners:		
• Males	21.7 years	21.7 years
• Females	24.3 years	24.3 years
Mortality assumptions - longevity at 65 for future pensioners:		
• Males	24.7 years	24.7 years
• Females	27.5 years	27.5 years
Pension increase rate	1.9%	2.5%
Salary increase rate (see below)	3.5%	4.2%
Discount rate	2.3%	2.4%

Estimation of defined benefit obligations is sensitive to the actuarial assumptions set out above. In order to quantify the impact of a change in the financial assumptions used, the Actuary has calculated and compared the value of the scheme liabilites as at 31 March 2020 on varying bases. The approach taken by the Actuary is consistent with that adopted to derive the IAS19 figures.

The principal demographic assumption is the longevity assumption (i.e. member life expectancy). For sensitivity purposes, the Fund's Actuary has estimated that a one year increase in life expectancy would approximately increase the Employer's Defined Benefit Obligation by around 3-5%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption (i.e. if improvements to survival rates predominantly apply at younger or older ages).

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.7 Analysis of projected amount to be charged to profit or loss for the period to 31 March 2021

	Assets £000	Obligations £000	Net (liability) / asset £000	% of pay
Projected current service cost	0	(87)	(87)	(42.7%)
Past service cost including curtailments	0	0	0	0.0%
Effect of settlements	0	0	0	0.0%
Total Service Cost	0	(87)	(87)	(42.7%)
Interest income on plan assets	50	0	50	22.2%
Interest cost on defined benefit obligation	0	(65)	(65)	(31.0%)
Total Net Interest Cost	50	(65)	(15)	(8.8%)
Total included in Profit or Loss	50	(152)	(102)	(51.5%)

The Partnership's estimated contribution to Lothian Pension Fund for 2020/21 is £60,000.

25. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

The Partnership's activities expose it to a variety of financial risks:

- Credit risk - the possibility that other parties might fail to pay amounts due to the Partnership;
- Liquidity risk - the possibility that the Partnership might not have funds available to meet its commitments to make payments;
- Re-financing risk - the possibility that the Partnership might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms;
- Market risk - the possibility that financial loss might arise for the Partnership as a result of changes in such measures as interest rate movements;
- Price risk - the possibility that fluctuations in equity prices has a significant impact on the value of financial instruments held by the Partnership;
- Foreign exchange risk - the possibility that fluctuations in exchange rates could result in loss to the Partnership.

Treasury Management is carried out on the Partnership's behalf by the City of Edinburgh Council. The Council's overall risk management procedures focus on the unpredictability of financial markets and implementing restrictions to minimise these risks. The Council complies with the CIPFA Prudential Code and has adopted the CIPFA Treasury Management in the Public Services Code of Practice.

Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Partnership's customers.

The Partnership's surplus funds not immediately required to meet expenditure commitments are held with the City of Edinburgh Council, and the Partnership receives interest on revenue balances on these monies. As the Partnership's surplus funds are held with the City of Edinburgh Council, the counterparty default exposure is effectively nil.

All Partnership invoices become due for payment on issue, and all trade debtors are overdue less than a month.

Collateral - During the reporting period the Partnership held no collateral as security.

25. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS *(continued)*

Liquidity risk

The Partnership is required by statute to provide a balanced budget, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. The arrangement with the City of Edinburgh Council ensures sufficient liquidity is available for the Partnership's day to day cash flow needs.
The Council manages the Partnership's liquidity position through the risk management procedures above as well as through cash flow management procedures required by the Code of Practice.

Refinancing risk

The Partnership has only a small level of surplus funds and no long term debt. The refinancing risk to the Partnership relates to managing the exposure to replacing financial instruments as they mature.
As such, the Partnership has no refinancing risk on its liabilities.
The Partnership has no investments with a maturity greater than one year.

Market risk

Interest rate risk
The Partnership is exposed to interest rate movements on its investments. Movements in interest rates have a complex impact on an organisation, depending on how variable and fixed interest rates move across differing financial instrument periods.
For instance, a rise in variable and fixed interest rates would have the following effects:

- borrowings at variable rates - the interest expense charged to the Surplus or Deficit on the Provision of Services will rise;
- borrowings at fixed rates - the fair value of the liabilities borrowings will fall;
- investments at variable rates - the interest income credited to the Surplus or Deficit on the Provision of Services will rise; and
- investments at fixed rates - the fair value of the assets will fall.

The Partnership currently has no borrowings. Changes in interest receivable on variable rate investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance. However, all investments currently have a maturity of less than one year and the fair value has therefore been approximated by the outstanding principal.
The Partnership's surplus funds are held with the City of Edinburgh Council.
The Council's Treasury Management Team continue to monitor market and forecast interest rates during the year and adjust investment policies accordingly.

Price risk

The Partnership does not invest in equity shares.

Foreign Exchange risk

As at 31 March 2020, the Partnership had financial assets of £102,000 subject to foreign exchange risk.
The foreign exchange loss or gain on these financial assets cannot be determined until 2020/21, when the Partnership is in receipt of the related grant income from the European Regional Development Fund.
The Partnership has no financial liabilities denominated in foreign currencies.

The South East of Scotland Transport Partnership (SESTRAN)

INDEPENDENT AUDITOR'S REPORT

Independent auditor's report to the members of The South East of Scotland Transport Partnership and the Accounts Commission

Report on the audit of the financial statements

Opinion on financial statements

We certify that we have audited the financial statements in the annual accounts of The South East of Scotland Transport Partnership for the year ended 31 March 2020 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 (the 2019/20 Code).

In our opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2019/20 Code of the state of affairs of the body as at 31 March 2020 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2019/20 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

Basis of opinion

We conducted our audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We were appointed by the Accounts Commission on 31 May 2016. The period of total uninterrupted appointment is 4 years. We are independent of the body in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the body. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern basis of accounting

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

- the Treasurer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Risks of material misstatement

We have reported in a separate Annual Audit Report, which is available from the Audit Scotland website, the most significant assessed risks of material misstatement that we identified and our conclusions thereon.

Responsibilities of the Treasurer and Partnership for the financial statements

As explained more fully in the Statement of Responsibilities, the Treasurer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Treasurer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Treasurer is responsible for assessing the body's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

The Partnership is responsible for overseeing the financial reporting process.

INDEPENDENT AUDITOR'S REPORT (Contd.)

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved. We therefore design and perform audit procedures which respond to the assessed risks of material misstatement due to fraud.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Other information in the annual accounts

The Treasurer is responsible for the other information in the annual accounts. The other information comprises the information other than the financial statements, the audited part of the Remuneration Report, and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission to the extent explicitly stated later in this report.

In connection with our audit of the financial statements, our responsibility is to read all the other information in the annual accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Report on other requirements

Opinions on matters prescribed by the Accounts Commission

In our opinion, the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

In our opinion, based on the work undertaken in the course of the audit

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and
- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

Matters on which we are required to report by exception

We are required by the Accounts Commission to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

INDEPENDENT AUDITOR'S REPORT (Contd.)

Conclusions on wider scope responsibilities
In addition to our responsibilities for the annual accounts, our conclusions on the wider scope responsibilities specified in the Code of Audit Practice, including those in respect of Best Value, are set out in our Annual Audit Report.

Use of our report
This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Karen Jones, for and on behalf of Azets Audit Services

Exchange Place 3
Semple Street
Edinburgh
EH3 8BL

Date:

Finance Officer's Report

1. Introduction

1.1 This report presents the first update on financial performance of the Core and Projects budgets of the Partnership for 2020/21, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of September 2020.

1.2 The Partnership's Core and Projects budgets for 2020/21 were approved by the Partnership on 19th June 2020.

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 £581,000 on 19th June 2020. Details of the Partnership's Core budget is provided in Appendix 1.

2.2 Cumulative expenditure for the six months to 30th September 2020 was £296,000. 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 September 2020, it is projected that net expenditure for the year will break-even against budget.

Projects Budget

2.4 The approved Projects budget is detailed in Appendix 2. The Partnership approved net Projects expenditure of £391,000 on 19th June 2020.

2.5 Net expenditure to 30th September 2020 was £236,000.

2.6 Following conclusion of the 2019/20 external audit, the Partnership has a confirmed earmarked Reserves balance of £0.177m, reflecting expenditure slippage on projects in 2019/20.

2.7 Net expenditure on projects in 2020/21 is forecast to be £18,000 less than budget. The forecast reflects slippage from 2020/21 to 2021/22 of £81,000 on the development of the Regional Transport Strategy, due to the ongoing pandemic. The forecast includes additional Sustainable Travel expenditure of £82,000, reflecting project slippage from 2019/20. Expenditure due to project slippage from 2019/20 will be met from the earmarked reserves balance. The Partnership's reserves will be reviewed as part of the process to set a revenue budget for 2021/22.

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 2020	-£250,907
31 May 2020	+£365,848
30 June 2020	-£490,382
31 July 2020	+£307,968
31 August 2020	+£356,087
30 September 2020	+£339,361

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 2021.

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 Partnership notes:

3.1 the forecast break-even position on the Core revenue budget and

3.2 the forecast Projects net underspend of £18,000, reflecting project slippage in 2020/21;

3.3 the Partnership's reserves will be reviewed as part of the process to set a revenue budget for 2021/22.

Hugh Dunn
Treasurer
20th November 2020

Appendix Appendix 1 – Core Budget Statement at 30th September 2020
Appendix 2 – Projects Budget as at 30th September 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 2020/21 – as at 30th September 2020 **Appendix 1**

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
Employee Costs					
Salaries	386	193	197	394	8
National Insurance	42	21	21	42	0
Pension Fund	101	50	63	116	15
Recharges – Projects	(151)	(59)	(66)	(157)	(6)
Training & Conferences	10	5	0	3	(7)
Interviews & Advertising	2	1	0	0	(2)
	390	**211**	**215**	**398**	**8**
Premises Costs					
Office Accommodation	**16**	**8**	**9**	**17**	**1**
Transport					
Staff Travel	**9**	**5**	**0**	**3**	**(6)**
Supplies and Services					
Communications & Computing	48	24	16	49	1
Hosted Service - Routewise	42	42	44	44	2
Printing, Stationery & General Office Supplies	6	3	4	6	0
Insurance	4	4	4	6	2
Equipment, Furniture & Materials	1	0	0	1	0
Miscellaneous Expenses	4	2	1	3	(1)
	105	**75**	**69**	**109**	**4**
Support Services					
Finance	30	0	0	30	0
Legal Services / HR	7	0	3	7	0
	37	**0**	**3**	**37**	**0**
Corporate & Democratic					
Clerks Fees	12	0	0	12	0
External Audit Fees	11	0	0	11	0
Members Allowances and Expenses	1	0	0	0	(1)
	24	**0**	**0**	**23**	**(1)**
Total Expenditure	**581**	**299**	**296**	**587**	**6**
Funding:					
Scottish Government Grant	(391)	(232)	(232)	(391)	0
Council Requisitions	(190)	(190)	(190)	(190)	0
Other	0	0	(3)	(6)	(6)
Total Funding	**(581)**	**(422)**	**(425)**	**(587)**	**(6)**
Net Expenditure/ (Income)	**0**	**(123)**	**(129)**	**0**	**0**

Projects Budget 2020/21 - as at 30th September 2020 **Appendix 2**

	Gross Spend Budget	EU /Other Grant	Net Expenditure Budget	Net Spend	Forecast	Forecast Variance
	£'000	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
EU Projects						
Share-north	46	(23)	23	19	16	(7)
Regio-mob	0	0	0	(6)	(6)	(6)
Surflogh	50	(25)	25	50	20	(5)
Bling	38	(19)	19	25	23	4
Primaas	60	(51)	9	26	5	(4)
Connect	48	(24)	24	9	10	(14)
Total EU Projects	**242**	**(142)**	**100**	**123**	**68**	**(32)**
RTPI	12	(10)	2	8	8	6
Active Travel Fund	200	(200)	0	5	0	0
Leith Docks and Newburgh (LRDF)	150	(150)	0	23	0	0
Regional Transport Strategy	141	0	141	6	60	(81)
Sustainable Travel:	40	0	40	2	122	82
GO e-Bike	38	0	38	36	27	(11)
Urban Cycle Networks	132	(100)	32	0	32	0
Projects Consultancy Support	38	0	38	14	50	12
Equalities Action Forum	0	0	0	1	1	1
Thistle Assistance	0	0	0	18	5	5
Total	**993**	**(602)**	**391**	**236**	**373**	**(18)**

Financial Planning 2021/22 to 2022/23

1. Introduction

1.1 This report provides an update to the Partnership Board on the financial planning being progressed for the Partnership for the 2021/22 revenue budget, with indicative financial plans for 2022/23.

1.2 This report was reviewed by the Performance and Audit Committee at its meeting on 6th November 2020.

2. Main Report

Scottish Government Budget 2021-22

2.1 The Scottish Government is anticipated to announce the Local Government Finance Settlement for 2021/22 in January/February 2021. A one-year funding announcement is anticipated.

Financial Planning 2021 to 2023

2.2 The COVID-19 pandemic is presenting unprecedented challenges to the operation, financial management and governance of organisations, including public sector bodies. Core areas of service delivery have been suspended or substantially reduced, systems and processes have been amended to support remote working, arrangements for governance, decision making and performance management have been adapted, and many organisations are forecasting large operating deficits due to loss of income and/or additional cost pressures. It is uncertain how long these challenges will persist.

2.3 Given these challenges, revenue budget planning has been progressed by updating the three-year planning assumptions presented for review by the Partnership on 6th December 2019. Planning assumptions have been updated for:

2.3.1 estimated staff recharges to projects in 2021/22 and 2022/23. Staff recharges to projects are forecast to be £119,000, a decrease of £32,000 from 2020/21. Recharges are forecast to reduce by a further £64,000 to £55,000 in 2022/23;

2.3.2 pay award, estimated at 3% (£16,130) and pay increment provision (£4,588) in 2021/22 and a further £16,058 (pay award) and £4,725 (increment provision) in 2022/23;

2.3.3 No change in employer's Pension Fund contribution rate and fixed contribution rate, pending confirmation of the outcome of the 2020 Actuarial Valuation;

2.3.4 other budget planning assumptions required for 2021/22 and 2022/23 to reflect current activity.

2.4 An analysis of the indicative core revenue budget for 2021/22 and 2022/23 is shown in Appendix 1. Indicative Projects activity for 2021/22 is shown in Appendix 2(a). Indicative Projects activity for 2022/23 is shown in Appendix 2(b).

2.5 The principal cost increase assumptions are summarised below:

	2021/22	**2022/23**
Expenditure		
Employee pay award (3% per annum)	£16,130	£16,058
Employee increments estimates	£4,588	£4,725
Funding		
Scottish Government and Council Requisition change	£0	£0

2.6 Indicative financial planning for both 2021/22 and 2022/23 is based on the Partnership receiving £782,000 grant from the Scottish Government and £190,000 from constituent council requisitions. This would represent a stand-still in Council requisitions. External income of £490,000 is anticipated to fund 34% of indicative expenditure in 2021/22. £362,000 of external income is anticipated to fund 27% of indicative expenditure in 2022/23.

2.7 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. Appendix 3 shows all budgeted expenditure and income since 2016/17.

2.8 For reference, 2020/21 Council requisitions are shown in the table below:

Council	**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**

2.9 A risk assessment for 2021/22 is included at Appendix 4.

3 Next Steps

3.1 Following review by Partnership Board, a revenue budget for 2021/22 will be presented to:

3.1.1 Chief Officers Group and Performance and Audit Committee for review and

3.1.2 the Partnership Board meeting in March 2021, for approval.

3.2 A review of the Partnership's earmarked and unallocated reserves will be undertaken, as part of the development of the 2021/22 revenue budget to be presented to the Partnership Board in March 2021.

4 Recommendation

4.1 The Partnership Board is recommended to note the update on the financial planning assumptions being progressed for the Partnership for the 2021/22 revenue budget and indicative financial plans for 2022/23.

Hugh Dunn
Treasurer
20th November 2020

Appendix

Appendix 1 – Indicative Core Revenue Budget 2021 to 2023

Appendix 2(a) - Projects - Indicative Activity 2021-22

Appendix 2(b) - Projects - Indicative Activity 2022-23

Appendix 3 - SEStran Budget 2016/17 – 2020/21 and 2021/22 to 2022/23 (indicative)

Appendix 4 - Risk Assessment 2021/22

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.

Indicative Core Revenue Budget 2021 to 2023

Appendix 1

	Approved Budget 2020/21	Indicative Budget 2021/22	Indicative Budget 2022/23
	£000	**£000**	**£000**
Employee Costs			
Salaries	386	396	407
National Insurance	42	44	45
Pension Fund	101	127	130
Recharges	(151)	(119)	(55)
Training & Conferences	10	10	10
Interviews & Advertising	2	2	2
	390	**460**	**539**
Premises Costs	**16**	**17**	**17**
Transport	**9**	**8**	**8**
Supplies and Services			
Communications & Computing	48	48	48
Hosted ICT Services – Novus FX	42	44	44
Printing, Stationery & General Office Supplies	6	7	7
Insurance	4	6	6
Equipment, Furniture & Materials	1	1	1
Miscellaneous Expenses	4	3	3
	105	**109**	**109**
Support Services			
Finance	30	30	30
Legal Services / HR	7	7	7
	37	**37**	**37**
Corporate & Democratic			
Clerks Fees	12	12	12
External Audit Fees	11	11	11
Members Allowances and Expenses	1	1	1
	24	**24**	**24**
Interest	**0**	**0**	**0**
Total Gross Expenditure	**581**	**655**	**734**
Funding to be confirmed:			
Scottish Government Grant	(391)	(465)	(544)
Council Requisitions	(190)	(190)	(190)
Total Funding to be confirmed:	**(581)**	**(655)**	**(734)**

Projects - Indicative Activity 2021-22 **Appendix 2(a)**

	2020/21	2021-22			
Service	**Approved Budget £'000**	**Gross Expenditure £'000**	**Income £'000**	**Net Expenditure £'000**	**Activity**
Sustainable Travel	40	72	0	72	
Urban Cycle Network	0	100	(100)	0	100% funded by Sustrans.
Urban Cycling Officer	32	34	0	34	Cycling Scotland representation
Active Travel Fund	0	200	(200)	0	
RTS Development	141	80	0	80	Re-draft of Regional Transport Strategy – external expertise
GO e-BIKE	38	20	0	20	
Thistle Assistance	0	30	(24)	6	
Consultancy support -COVID-19	0	25	0	25	
Equalities Action Forum	0	3	0	3	
EU – Funded Projects					
Surflogh	25	50	(25)	25	Ends April 2022
Bling	19	26	(13)	13	Ends December 2022
Primaas	9	60	(51)	9	Phase 1 ends January 2022 (main activities)
Connect	24	34	(17)	17	Ends February 2023
Local Rail Development Fund					
Leith Docks	0	55	(55)	0	
Real-Time Passenger Information System (RTPI)					
Maintenance	50	18	0	18	Reduction in cost, following contract re-procurement
Income – screens	(10)	0	(5)	(5)	Bus Operators income
Total	**391**	**807**	**(490)**	**317**	

Projects - Indicative Activity 2022-23 **Appendix 2(b)**

	2021/22	2022-23			
Service	**Indicative Budget £'000**	**Gross Expenditure £'000**	**Income £'000**	**Net Expenditure £'000**	**Activity**
Sustainable Travel	72	102	0	102	
Urban Cycle Network	0	100	(100)	0	100% funded by Sustrans.
Urban Cycling Officer	34	35	0	35	Cycling Scotland representation
Active Travel Fund	0	200	(200)	0	
RTS Development	82	18	0	18	Re-draft of Regional Transport Strategy – external expertise
GO e-BIKE	20	10	0	10	
Thistle Assistance	6	30	(24)	6	
Consultancy support -COVID-19	25	0	0	0	
Equalities Action Forum	3	10	0	10	
EU – Funded Projects					
Surflogh	25	2	(1)	1	Ends April 2022
Bling	13	26	(13)	13	Ends December 2022
Primaas	9	10	(8)	2	Phase 1 ends January 2022 (main activities)
Connect	17	32	(16)	16	Ends February 2023
Local Rail Development Fund					
Leith Docks	0	0	0	0	
Real-Time Passenger Information System (RTPI)					
Maintenance	18	25	0	25	Additional maintenance anticipated
Development	0	0	0	0	
Income – screens	(5)	0	0	0	Bus Operators income
Total	**319**	**600**	**(362)**	**238**	

Appendix 3

SEStran Budget 2016/17 – 2020/21 and 2021/22 to 2022/23 (indicative)

	16/17	17/18	18/19	19/20	20/21	21/22 (indicative)	22/23 (indicative)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Core	551	478	531	584	581	655	734
Projects	725	510	614	590	1,030	789	575
RTPI	344	339	108	100	50	18	25
Total Budget	**1,620**	**1,327**	**1,253**	**1,274**	**1,661**	**1,462**	**1,334**
External Funding							
EU Grants	152	95	139	82	142	106	38
Other income	486	260	142	220	547	384	324
Total External Funding	**638**	**355**	**281**	**302**	**689**	**490**	**362**
Scottish Government	782	782	782	782	782	782	782
Council Requisition	200	190	190	190	190	190	190
Total Funding	**1,620**	**1,327**	**1,253**	**1,274**	**1,661**	**1,462**	**1,334**

Risk Assessment 2021/22 **Appendix 4**

Risk Description	Existing Controls
Pay awards The indicative budget makes provision for a pay award of up to 3% in 2021/22. An uplift of 1% in pay award equates to an increase of £5,377.	Alignment with Scottish Local Government pay award.
Staff recharges – Projects The indicative budget assumes that £119,000 of staff time can be recharged to 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 There is a risk that the indicative 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 by the EU - results in additional short-term borrowing costs.	SEStran grant claims for EU funded projects are submitted in compliance with requirements of EU processes to ensure minimal delay in payment. Ongoing monitoring of cash flow will be undertaken to manage exposure to additional short-term borrowing costs.
Pension Fund Contributions The deficit on the staff pension fund could lead to increases in the employer's pension contribution.	Following Lothian Pension Fund's Triennial Actuarial Review in 2017, Partnership contribution rates are confirmed to 2020/21. Planning assumptions will be updated when the outcome of the 2020 Actuarial Review is available.
Funding Reductions Reduction in funding from Scottish Government and/or council requisitions. 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. Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.

Mid Term Review Treasury Management Activity

1 Purpose of report

1.1 The purpose of this report is to review the investment activity undertaken on behalf of the Partnership during the first half of the 2020/21 Financial Year.

2 Background

2.1 In accordance with Investment Regulations in Scotland the Partnership adopted the appropriate Codes of Practice and approved an Annual Investment Strategy at its meeting on the 6th March 2020.

3 Mid Term Review - Annual Investment Strategy

3.1 As approved in the Partnership's Investment Strategy, the Partnership continues to maintain its bank account as part of the City of Edinburgh Council's group of bank accounts. Any cash balance is effectively lent to the Council and is offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Board. Interest is given (charged) on the month-end net indebtedness balance between the Council and the Board, in accordance with the former Local Authority (Scotland) Accounts Advisory Committee's (LASAAC) Guidance Note 2 on Interest on Revenue Balances (IoRB). The methodology will continue to be used until new guidance on the treatment of interest charges is made available. In line with recent short-term interest rates, the investment return/charge continues to be low, but the Board gains security from its counterparty exposure being to the City of Edinburgh Council. Net end of month balances for the first half of the year were:

	Balance due to SEStran(+ve)/ due by SEStran (-ve)
Opening Balance	-£11,926.69
30 April	-£250,906.58
31 May	£365,847.62
31 June	-£490,382.45
31 July	£307,968.03
31 August	£356,087.21
30 September	£339,361.85

3.2 Although interest is not calculated until March, in line with the withdrawn guidance note, the interest rate averaged -0.056% during the first half of the financial year. If the interest rate remains negative, the Partnership won't be charged for positive or negative balances. Interest will be floored at zero.

4 Recommendation

4.1 It is recommended that the Partnership Board notes the investment activity undertaken on behalf of the Partnership.

Hugh Dunn
Treasurer
20th November 2020

Appendix	None
Contact/tel	Iain Shaw, Tel: 0131 469 3117 (iain.shaw@edinburgh.gov.uk)

DRAFT ANNUAL REPORT 2019/20

1. INTRODUCTION

1.1 The purpose of this report is to present to the Partnership Board the draft Annual Report for 2019/20, to invite comment from the Board and to seek authority for the Partnership Director to finalise and publish the Report.

2. ANNUAL REPORT

2.1 The Annual Report provides an overview of SEStran's project portfolio. It highlights the contributions that SEStran has made to the region over the last year, in line with the agreed objectives of the Regional Transport Strategy (RTS) and SEStran's annual Business Plan.

2.2 The draft attached at **Appendix 1** was approved by the Performance & Audit Committee at its meeting on 11 September 2020, subject to minor amendments related to the following, which have all now been incorporated:

- The RTP role in the review of regional governance.
- Working with rail and bus operators in the region.
- SEStran's leading role in running the Thistle Assistance card, nationally.
- Confirmation of funding around existing EU projects.
- Delegation in accordance with SEStran's Governance Scheme.

2.3 The Annual Report will be published online. It can be made available in alternative formats on request.

3. RECOMMENDATION

3.1 The Board is asked to comment on the contents of the draft document and, subject to any agreed amendments, authorise the Partnership Director to finalise and publish the Annual Report 2019/20.

Jim Grieve
Partnership Director
10th November 2020

Appendix 1 – Draft Annual Report 2019/20

Policy Implications	None.
Financial Implications	Design costs can be met from within existing budget.
Equalities Implications	Details of SEStran's Equality Mainstreaming work are contained within the Annual Report.
Climate Change Implications	The Annual Report highlights our Climate Change reporting publications and work on reducing the environmental impact of transport in the South East of Scotland.

GO SESTran
South East of Scotland Transport Partnership

2019-20 Annual Report. V2

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Contents

1. 2019/20 Highlights
2. Foreword (Chair)
3. Who we are
4. What we do
5. Appendix: Annual Accounts and Reports
6. Contact Information

(Note page numbers to be confirmed pending final publication formatting)

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Our impact –2019/20 highlights

April 2019 - BLING GeoPact pilot

August 2019 - Levenmouth/Newburgh Rail

August 2019 - LRDF Freight Study

November 2019 - SURFLOGH Conference host

December 2019 - Thistle Assistance rebrand and national rollout

April 2020 - LEZ Grant Fund studies

April 2020 - SEStran Strategic Network Review

April 2020 - Main Issues Report

Foreword

Cllr Gordon Edgar, Partnership Chair

August 2020

As Chair of SEStran, I am immensely proud to present the annual report for 2019/20.

Throughout the year, SEStran pro-actively developed strategies and studies, and supported projects that make a real difference in the region. Our new highlights section this year showcases some of our many achievements.

Our role providing strategic direction

As a Regional Transport Partnership, SEStran provides strategic direction. We work to achieve common purpose across our eight local authority partners; we have a statutory duty to prepare a Regional Transport Strategy (RTS) and keep it up to date. The RTS provides the coordinating platform for the development of local transport plans. It helps shape a wide range of policies for regional and local land use, and economic development plans. It fosters a consistent approach across our eight statutory partners.

The challenges we now face as a region with a rapidly growing population and those we face as a society relating to climate change make it imperative that the RTS sets out the best strategic direction possible. For this reason, last year we embarked on a study of partner issues, regional data and trends to produce a Main Issues Report. This is a precursor to the development of a new Regional Transport Strategy which will set out an ambitious course for transforming transport and mobility across the region.

Leading by example

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Last year SEStran continued to be actively involved in demonstrating how innovative changes in strategic transport, personal mobility and logistics will work in the south east of Scotland.

Many of the projects we supported help to tackle the most challenging issues that we face today, and we have continued to collaborate on some of the most innovative EU and Scottish projects in order to bring the best of new approaches to our partners and region. The following are a mere flavour of the work of the past year, I hope you will enjoy reading more within the report itself.

In **active travel,** the SEStran Strategic Network study has delivered a bold and visionary proposal for a regional active travel network, with funding from Sustrans Scotland. As demand rises for longer distance active travel commuting and leisure, this is a vital resource for partners at all levels.

GO e-bike successfully expanded its coverage in the region with hubs at 9 locations across the region, providing e-bikes in some of the most disadvantaged communities and providing companies with the opportunity for staff to trial e-bikes for up to six weeks. Our partnership with Cycling Scotland to support Bikeability Scotland delivery, benefitted primary schools in all corners of the region.

In developments around **sustainable logistics,** the successful Surflogh cargo-bike delivery project demonstrated how the approach is commercially viable and ready to be rolled out in new areas.

Our BLING project, in partnership with the University of Edinburgh, began testing the way blockchain technology can help facilitate efficient freight consolidation, and we were delighted to receive funding notice from Transport Scotland for a major Forth Freight Study in partnership with Forth Ports Plc.

To **promote transport equality,** a rebrand of Thistle Assistance and marketing campaign led to over 10,000 new cards being issued across Scotland (SEStran leads this nationally). Furthermore, an innovative development project funded by Scottish Enterprise has allowed local companies to prove a concept for a Scotland wide Thistle Assistance App with adaptations for a wide range of user needs.

In **tackling climate change,** SEStran set up a regional grouping of partners, delivered three strategic studies and invested in improving Real Time Passenger Information, all to help prepare for the introduction of a Low Emission Zone in Edinburgh.

Of course, behind these highlights, the dedicated SEStran team continues to actively work with partners and stakeholders, hosting formal partnership meetings and forums, contributing, reaching out to a wide range of stakeholders, and actively demonstrating the benefits of a regional focus for transport.

Finally, I am particularly proud, as I write this, that SEStran's achievements in 2019/20 remain highly relevant, necessary and positive contributions to the south east of Scotland - even as

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our worldview is adjusted by the Covid-19 pandemic, which rapidly came into focus towards the end of last year. As an organisation, we remain alert to a changeable context, and responsive to opportunities to help respond, plan and prepare the region for changes ahead.

On behalf of the SEStran team, we look forward to continuing to work with you, our stakeholders.

(Insert photo signature and twitter)

Who we are

SEStran is South East of Scotland Transport Partnership. We are one of seven statutory Regional Transport Partnerships in Scotland established under the Transport (Scotland) Act 2005. SEStran encompasses eight local authorities.

SEStran's Vision

"A regional transport system that provides all citizens of South East Scotland with a genuine choice of transport which fulfils their needs and provides travel opportunities for work and leisure on a sustainable basis."

Insert Transport Image

Target

"By 2022, to reduce the percentage of people commuting to Edinburgh by single occupant car from each local authority area in South East Scotland by 10% compared to a 2001 base. For Edinburgh residents working outwith the City Council area, to reduce their reliance on the single occupant car for commuting by 10% over the same period."

Our Objectives

SEStran participates in a diverse range of transport projects and events on a local, national and international scale. All our work is focused on delivering against our core strategic objective areas:

1. Economy – to ensure transport facilitates economic growth, regional prosperity and vitality in a sustainable manner
2. Accessibility – to improve accessibility for those with limited transport choice (including those with mobility difficulties) or no access to a car, particularly those living in rural areas
3. Environment – to ensure that development is achieved in an environmentally sustainable manner
4. Safety and Health – to promote a healthier and more active SEStran area population
5. Corporate – to continually improve performance to achieve greater efficiency and effectiveness in SEStran service delivery.

We have highlighted the relationship between our work and our strategic objectives with an icon, a number in a circle relating to each of our objectives and the key priorities represented by each of the following icons:

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SEStran Team

SEStran has a staff of 10, and 1 Cycling Scotland embedded officer, as of April 2020:

- Partnership Director, Jim Grieve
- Senior Partnership Manager, Anna Herriman
- Programmes Manager, Keith Fisken
- Strategy and Projects Officer, Jim Stewart
- Project Officer, Julie Vinders
- Active Travel Officer, Peter Jackson
- Business Manager, Angela Chambers
- Business Support Assistant, Cheryl Fergie
- Business Support Officer, Hannah Markley
- Cycling Scotland Officer, Beth Harley-Jepson
- Marketing Intern, Rhianne Forrest

Local Authority Partners

City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

(Insert Map of Scotland with SEStran Region.)

Headquarters

SEStran's operational and administrative premises are based in Edinburgh at Victoria Quay.

Governance

Decision Making Structure

SEStran's main policy and budgetary decisions are taken by the Partnership Board, which consists of 20 Councillor and nine Non-Councillor members. Operational decisions are taken by the Partnership Director and other officers in accordance with the List of Officer Powers which forms part of SEStran's Governance Scheme. The Scheme is reviewed regularly and was last updated in September 2019.

The Partnership Board delegates some decisions to Committees in accordance with the Governance Scheme. The Performance and Audit Committee remit covers scrutiny of performance, staffing, standards and audit. It comprises a Councillor member from each constituent authority, and two Non-Councillor members. It is currently chaired by Councillor Russell Imrie.

The Succession Planning Committee remit covers matters related to succession planning and Board appointments. Its membership consists of the Partnership Chair, two Board members, the Partnership Director, the Partnership Secretary and a Human Resources adviser.

Partnership Board

The board consists of 20 elected members from the partnership local authorities and nine appointed non-councillor members. The Partnership Board meet quarterly.

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Partnership Board – Insert Names and Images as of August 2020

Non-Councillor Members – Insert names

Equalities Duty

SEStran published its Mainstreaming and Equalities Outcomes Progress Report for the period 2017-19 on 30 April 2019.

During the reporting period SEStran have engaged with our legal advisers to ensure full compliance with our obligations under the Public Sector Equalities Duties. Some of the actions undertaken during this annual reporting period are:

- Inclusion Scotland Intern
- Board Diversity Succession Plan/Skills Audit
- EHRC Engagement

Cyber Security

In order to comply with the Scottish Government's Public Sector Cyber Security Action Plan, SEStran carried out a robust review of its IT provision. Under the scheme, an independent cyber security consultant was appointed in 2018 and audited the partnership's IT environment. The outcome of this audit was SEStran being awarded Cyber Essentials Plus accreditation. SEStran were re-audited in 2019 and retained the award.

What we do

SEStran Regional Transport Strategy

SEStran's core statutory function is to maintain a Regional Transport Strategy (RTS). In June 2019, the Partnership Board agreed an outline approach to develop a new RTS, in recognition of emerging changes to national policy, strategy and legislation affecting transport, climate and regional planning. The new RTS will provide a framework for transport solutions in the region that meets new challenges. The RTS will be closely aligned to the priorities of Scotland's Second National Transport Strategy (NTS2) which was published in February 2020. As part of NTS2, a Roles and Responsibilities Working Group, including two Regional Transport Partnership representatives, has been set up to review regional governance arrangements. The work of this group will also inform SEStran's new RTS.

Developing a Main Issues Report for a new Regional Transport Strategy

In preparation for the development of a new RTS, SEStran commissioned Jacobs to bring forward a Main Issues Report (MIR) for the region, highlighting the key factors that affect or are influenced by transport provision.

Jacobs examined partner input, and reviewed a wide range of data under three themes:

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- the rationale and new policy context for a new RTS,
- the characteristics of the SEStran region (its people, society, environment, economy),
- transport issues and challenges that are specific to the SEStran region.

Ten 'Main' Issues were identified out of the 36 evidence-based issues, and these will be critical in informing the development of the new RTS:

- *The policy and legislative context for transport decisions has changed;*
- *Coordination between transport agencies is not consistent; there is now a focus on how this can be strengthened at a regional level;*
- *Larger developments haven't often been accompanied by early delivery of the infrastructure needed to support modal shift;*
- *The transport network must be ready to respond to population growth and varying mobility needs across all age groups;*
- *Current action in the region is not delivering a reduction in carbon emissions from transport needed to tackle climate change;*
- *Many people still can't access appropriate, affordable transport;*
- *The relative cost of car use has fallen in recent years compared to that of public transport; this is a difficult fact that doesn't help reduce levels of car use;*
- *Many positive initiatives promoting healthier and more sustainable modes of travel are yet to make a significant difference to net demand for car use. The proportion of journeys in the region undertaken by car/taxi increased in the decade to 2018;*
- *capacity issues for rail affect the potential for more passengers; limited road network capacity impacts on buses;*
- *The future is increasingly uncertain, the new RTS must be able to respond to new issues and opportunities as they emerge.*

(Insert Partnership working Image)

The Regional Transport Strategy – regional monitoring

SEStran's current Regional Transport Strategy (RTS), which was refreshed in August 2015, currently runs until 2025. The RTS vision, objectives and policy framework were established when the RTS was first written, in 2007. In recent years, SEStran has identified a need to review the monitoring framework for the RTS.

The review of monitoring data during the development of the Main Issues Report revealed that there are some issues in the current RTS which have not improved, whilst highlighting a number of new and emerging challenges which need to be addressed at a regional level:

- Traffic growth has continued year on year since 2014,
- Carbon emissions from transport have been rising since 2013,
- Bus patronage is declining across the region (apart from a few areas),

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- A lack of appropriate, affordable transport and road network congestion means that the accessibility of a full range of opportunities for education, employment, healthcare and other needs impacts on some of the region's people.

(Insert Kelpies Image)

Formal Partnership Meetings and Forums *insert icons* (Beth updated 2020)

The **Partnership Board** meets quarterly and did so, with the exception of March 2020, during the reporting period. At each meeting, in addition to dealing with standard business, the Board considers relevant topics, with an in-depth presentation and discussion. Topics in this period included young people's attitudes to bus travel (Scottish Youth Parliament), rail schedules and improvement updates from ScotRail and the national rollout of the Thistle Assistance programme. These topics generate considerable insight which is shared in SEStran forum groups.

SEStran's quarterly **Performance and Audit Committee** and **Chief Officers' Liaison Group** meetings are held prior to each Partnership Board meeting and help shape the business of the Board.

The **Succession Planning Committee** meets biennially. The last meeting took place in November 2019, where the Committee approved a revised version of the Board Diversity Succession Plan.

SEStran hosts three forums which are all held twice a year. The aim of these forums is to facilitate policy and technical discussions within a South East of Scotland context and provide a platform for greater stakeholder engagement across the region.

Integrated Mobility Forum: aims to develop a better understanding of the opportunities to improve implementation and understanding of integrated mobility in the region. The primary focus is to facilitate discussions between stakeholders to make progress in reducing the number of single occupancy car journeys, maximise the use of public transport and maximise active travel opportunities.

Logistics and Freight Forum: aims to support economic growth and resilience across the region by developing, promoting and implementing sustainable business and distribution solutions. The forum supports constructive partnership between local authorities, government agencies, business and representative groups. The forum aims to provide a unified, regional voice in working with organisations such as Transport Scotland, Network Rail and ports authorities.

Equalities and Access to Healthcare Forum: aims to deliver our Equality Outcomes and legislative requirement to consult Health Boards and those who represent those with or who share a protected characteristic. The forum covers how equality issues should be considered and "built in" to future transport strategy development.

More information on SEStran's decision-making structures are provided at Governance, below. (Include link /page number)

(source and insert image)

Low Emission Zones

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In 2019, SEStran established and co-chaired a regional Low Emission Zone (LEZ) working group to consider the way the region could positively respond to a new LEZ in Edinburgh, and plan ways to mitigate the impacts of the new LEZ on more rurally based communities.

In November 2019, as part of the Transport Scotland Low Emission Zone Public Transport Provision Fund, SEStran was awarded a total of £249,512. This funded the purchase and reassignment of Electronic Ticketing Machines, the SEStran element of the Edinburgh Bus Tracker Project and the development of three strategic studies:

The Park and Ride Strategic Study is an evidence-based review of current Park and Ride provision in the South East of Scotland. It helps inform future investment priorities for the enhancement of park and ride facilities and will feed into the emerging rewrite of the SEStran Regional Transport Strategy. SEStran Park and Ride Strategic Study – Final Report

The Mobility Hub Strategic Study scopes out the potential role of Mobility Hubs within the regional context of the SEStran area and provides a framework for their implementation across the South East of Scotland. For the purpose of the study, a Mobility Hub has been identified as "a recognisable and easily accessible place which integrates different transport modes and supplements them with enhanced facilities, services and information aimed at encouraging more sustainable travel, creating a sense of place and improving journeys and travel choices". SEStran Mobility Hubs Strategic Study – Final Report, SEStran Mobility Hubs Strategic Study Appendices

The Demand Responsive Transport (DRT) Strategic Study is a strategic review of DRT services in the SEStran area. Various challenges and opportunities for the DRT sector have been identified and the study has identified options to increase the resilience of DRT services and encourage innovation and service development. The study will help inform the emerging RTS. SEStran Demand Responsive Transport Strategic Study – Final Report

Public Transport Support

SEStran operates a wide range of programmes and projects to support and bolster the provision of public transport in the region, set out here. In addition, SEStran maintains regular contact with rail and bus operators to discuss matters relevant to the provision of public transport in the region. This includes raising any relevant mobility issues for people and communities in the region with rail and bus companies.

Thistle Assistance Programme *insert icons*

Thistle Assistance Programme is at the forefront of providing 'good assistance' to people with disabilities, by recognising and supporting their needs and ensuring transport staff understand their needs. SEStran leads and manages Thistle Assistance on behalf of Scotland's seven RTPs and welcomes

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the acknowledgement of Thistle Assistance in Transport Scotland's 'Going Further: Scotland's Accessible Travel Framework'[1].

In 2019/20 SEStran worked closely with transport providers, members of our communities with mobility challenges and disabilities and SEStran Equalities and Access to Healthcare Forum members, to better understand the problems and concerns faced by many when using public transport. This has helped shape the way Thistle Assistance Programme has developed and expanded further.

In December 2019 SEStran launched the new look Thistle Assistance Programme which includes new easy to recognise branding, the new Thistle Assistance website[2], a new look card and App and supporting promotion and awareness raising campaign.

The key aims for Thistle Assistance's new website are:

- to give easy access to all information about the Thistle Assistance Programme,
- promote the benefits of Thistle Assistance,
- explain who is eligible to use the card or the App,
- make it easy to request the card and download the App,
- provide information on other ways to get involved in the project.

SEStran continues working with Transport Providers (ScotRail, Lothian Buses/Trams, Stagecoach, First East Buses) Transport Scotland, Traveline Scotland, Confederation of Passenger Transport, Bus Users Scotland and other to explore how the new Thistle Assistance approach can be integrated into their existing processes to improve awareness of the issues faced by customers, how to spot them and how to engage and help. SEStran continues work collaboratively to support the roll-out of Thistle Assistance throughout Scotland by increasing awareness of the programme and providing training tools for transport providers.

Thistle Assistance Journey Planning and Wayfinding – Phase One

In 2018 SEStran made a successful application to the Scottish Enterprise 'Can Do' Innovation fund for £150,000 to run Phase One of a project to develop a fully accessible journey planning and wayfinding mobile solution for people with a wide range of mobility challenges. A competition was run, and five software developers were commissioned to research and produce proof of concepts for a Thistle Assistance Journey Planner, this work was completed in December 2019.

The Phase One work identified in detail the barriers faced by disabled people when travelling, the extent to which these barriers affect disabled peoples' travel plans or modal choices for travelling and looked to develop door to door journey planning solutions that help alleviate these barriers.

At the end of Phase One, five 'proofs of concept' were completed, for a door to door journey planning platform providing relevant route information, travel options, where and when to get on or off public transport, what to do if lost and also enabling a carer to monitor where the person is and communicate

[1] https://www.transport.gov.scot/publication/going-further-scotland-s-accessible-travel-framework/
[2] www.thistleassistance.com

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with them. SEStran aims to identify funding for the next stage of development of the project – Phase Two – to deliver a working prototype for the journey planning and wayfinding app.

https://www.thistleassistance.com/

(Insert image and logo)

Real Time Passenger Information (RTPI) *insert icons*

SEStran's RTPI system began in 2010 to help tackle declining bus patronage by making bus travel more predictable and reliable. SEStran is working with the City of Edinburgh Council to move towards a new Content Management System (CMS) that will improve the public facing regional screen network.

The new CMS will provide an improved interface and back office management system provided by the successful contractor *21st Century*. The new RTPI system will include additional regional bus operator's data delivering greater regional coverage. SEStran also received funding from Transport Scotland to update the hardware for the system.

(Insert RTPI Images)

Tripshare *insert icons*

This year, SEStran has continued to work with local authority partners and Liftshare to encourage sustainable travel through car-sharing in the SEStran region. Particularly where active travel or public transport is not viable, car-sharing offers a sustainable solution for commuters in an attempt to reduce the number of single occupancy cars on the road. During the financial year 2019/20, Tripshare SEStran gained 843 new members, bringing the total membership up to 9490 at the end of March 2020.

(Insert Tripshare logo and car share image)

TravelKnowHow Scotland

insert icons

In 2019/20 SEStran continued to support TravelKnowHow Scotland. TravelKnowHow is an online resource which offers organisations across Scotland easy access to a wide variety of tools to implement workplace Travel Plans and reduce the negative impact of single occupancy car journeys. Supported by Scotland's seven Regional Transport Partnerships and funded by Transport Scotland. TravelKnowHow Scotland supports and contributes directly to the Scottish Government's Low Carbon Scotland ambition for decarbonising transport.

TravelKnowHow Usage figures in 2019/20:

- *57 new registrations during the 2019/20 period (growth of 21% on 2018/19).*
- *Total registrations 329 (as at end of March 2020)*
- *Of the 57 new registrations 37% were from the SEStran Region*
- *Of those registrations: 45% were from the public sector & 55% were from the private sector (27% increase in number of private sector organisations registered since 2018/19)*

(Insert TravelKnowHow logo)

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SEStran Strategic Network Review – Cross Boundary Active Travel Routes, connecting people and places.

April 2020 saw the completion of the SEStran Strategic Network Review, a framework for coordinated development of cross boundary active travel routes connecting cities, towns, neighbourhoods, settlements and public transport hubs in the SEStran region.

Building on the 2015 SEStran "Strategic Cross Boundary Cycle Development" study, the review focuses on identifying development and improvement opportunities for cross-boundary commuter routes. An optimal network has been identified and prioritised according to predicted current and future journeys made in the region, with the aim of helping shift focus away from delivery of one-off active travel projects and investments to a shared vision of a comprehensive, region-wide strategic active travel network.

It provides:

- Up-to-date information and audits of existing active travel networks and corridor proposals within the region.
- Information and clear, high quality mapping of potential active travel networks.
- A proposal for investment in active travel infrastructure across the region, presented in phases, to help guide potential future projects and funding bids.

The full report can be accessed here: SEStran Strategic Network Final Publication

This project was funded by the Scottish Government and delivered through Sustrans' Strategic Partnerships programme in partnership with SEStran.

Active Travel Projects 2019/20 *insert icons*

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. Expanding on a previous application in 2016/17, funding was granted to the Edinburgh BioQuarter partners to progress detailed design on an active travel corridor from Cameron Toll to the BioQuarter. The project was presented to the local community in late 2019 and further design refinements have been made. All designs will be ready to make a full handover to City of Edinburgh Council in summer 2020.

Building on the additional funding secured for the Regional Transport Partnerships from Transport Scotland to facilitate projects promoting sustainable cross boundary travel, SEStran proposed five projects, a detailed design study on active travel provision between Kirkcaldy and Buckhaven; a town centre placemaking design project in Alloa; two feasibility studies in West Lothian, Ecclesmachan to Threemiletown and the missing link between Bangour and the Bathgate Hills Quiet Roads Initiative; and a feasibility and options study between Dalkeith and Little France Park. The town centre design in Alloa was completed in March 2020 with plans to progress to construction. The remaining projects were due for completion in summer 2020.

SEStran made use of an app called TravelVU with a successful bid to the Smarter Choices Smarter Places Open Fund in November 2018. The project captured data and preferred behaviours from a sample of users in Edinburgh in March and April 2019. The results showed a desire for greater access to active travel options alongside many car journeys that could have been on public transport, had the journey

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times been comparable. The project illustrated the need for holistic thinking for planning around transport, education, health, and leisure though further research is required throughout the region as a whole.

(Insert active travel image)

GO e-Bike *insert icons*

SEStran launched GO e-Bike in April 2017 with the aim of increasing usage and awareness of power-assisted cycling across the South East of Scotland and beyond. The launch projects continue in St. Andrews, Buckhaven, and West Lothian.

In order to further this aim, SEStran successfully bid for £300,000 from the Round 2 Low Carbon Travel and Transport funding from Transport Scotland, to create active travel hubs across the region.

During 2019, two further hubs were established, one as part of a youth project in the Scottish Borders and the other at Social Bite Village in Edinburgh.

Following site identification, a docked e-bike hire scheme was procured for East Lothian and Midlothian. Once complete, the scheme will support travel between stations and the town centres of Dalkeith and Musselburgh. Ten e-bikes will be available at each of the four docking stations.

From May-October 2019 an employer roadshow ran for a second year, the Go e-Bike pool of ten e-bikes was provided to ten employers at six different sites for periods of 2-6 weeks. The project was managed by SEStran and operated by West Lothian Bike Library CIC (WLBL). There were 130 sign-ups across the sites and around 400 trips were taken.

In addition to the hub development, SEStran was proud to be back sponsoring the, GO e-Bike Family Ride event at the Tweedlove Bike Festival for 2019, the ride was free to join and followed the Tweed Valley Railway Path from Peebles to the festival site with nearly 500 participants involved.

(Insert GO e-Bike logo/ERDF/TS Logos)

Working in Partnership with Cycling Scotland

SEStran's Regional Cycle Training and Development Officer (RCTDO) continued to support Bikeability Local Authority Co-ordinators. The results from the last academic year had shown an increase in schools delivering cycle training and more pupils than ever taking part.

The more flexible Bikeability Scotland strategy was utilised to support new approaches to delivery in several Local Authorities in the SEStran region including West Lothian, Midlothian and Fife. Unfortunately, the early closure of schools in March 2020 as a result of the Covid-19 pandemic meant that the core delivery period for the year was cut short.

Training opportunities were identified and supported in partnership with the Go e-bike project to support the provision of training through the hubs and create more sustainable local delivery. In West Lothian, West Lothian Bike Library was supported with training to enable them to deliver Bikeability Scotland training in schools. This provided them with an income source to support their wider work around cycling in the community. In the Scottish Borders, Tweeddale Youth Action were provided with

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Cycle Ride Leader training and a four-day Cycle Trainer course. This enabled them to expand their offer to their community and upskill local young people.

(Insert Cycling Scotland logo)

Regional Rail Liaison Meeting *insert icons*

SEStran along with Transport Scotland, Network Rail, ScotRail and other rail operators continued to engage via the quarterly South East Scotland Regional Rail liaison meeting. The meetings centred on the key rail issues within the SEStran region and are an opportunity to share information with key stakeholders to better understand problems, identify challenges and opportunities, and improve the delivery of rail services across the South East of Scotland.

East Coast Mainline Authorities (ECMA) *insert icons*

The Consortium of East Coast Main Line Authorities (ECMA) works to secure investment, improve the passenger experience, improve capacity and reliability and shorten journey times on the East Coast Main Line.

ECMA is a cross-party group of Councils, Combined Authorities and Scottish Regional Transport Partnerships throughout the area served by the East Coast Main Line. Each has a responsibility for enabling economic growth in their own sections of the line – the backbone of the UK economy. The Consortium allows members to speak with a single voice.

The East Coast Main Line is one of the UK's most strategic rail routes. Stretching more than 500 miles, from Inverness and Aberdeen, through key stops at Edinburgh, Newcastle and York to London. A third of the UK population lives within 20 minutes of an East Coast Main Line station and together they deliver 41% of the UK's GDP.

Both SEStran's Chair and Partnership Director continue to represent the Regional Transport Partnerships (Tactran, Nestrans & Hitrans) with an interest in the east coast mainline as ECMA Vice Chair and Officer Group representative, respectively. Over the year 2019/20, based on data from studies funded by the Consortium, the organisation has made a number of approaches to both governments to encourage increased investment in the line.

(Insert ECMA logo and rail image)

The GO SEStran Forth Freight Strategy

As part of the Programme for Government Transport Scotland launched the Local Rail Development Fund (LRDF), with £2,000,000 made available to fund projects that will enhance Scotland's rail connectivity. The LRDF aligns with Scottish Government's Rail Enhancement and Capital Investment Strategy.

The GO SEStran Forth Freight Strategy is being funded by Transport Scotland through the Local Rail Development Fund. The SEStran region is of significant economic value to the Scottish and wider UK economy and is a major generator of freight movements.

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Consultants AECOM have been asked to deliver this study and explore how an efficient and sustainable freight sector can boost the regional economy and deliver modal shift from road freight to 'greener' modes of transport.

SEStran will be working in partnership with Forth Ports, our Local Authorities and key stakeholder to deliver this important strategic piece of work in 2020.

Newburgh Transport Appraisal

In June 2018 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 March 2020 and submitted to Transport Scotland. Further work will be undertaken in 2020 to develop a detailed case for change and outline business case.

Levenmouth Rail Link

SEStran supported the Sustainable Transport Study work undertaken by Transport Scotland on the re-opening of the Levenmouth rail link.

Following assessment of transport links in the area, the Cabinet Secretary for Transport, Infrastructure and Connectivity announced in August 2019 that the reopening of the link to Levenmouth and the rail network is to be taken forward to the next stage of development alongside new bus and active travel provision.

Parts of the Levenmouth area are currently ranked amongst the most deprived in Scotland (Scottish Index of Multiple Deprivation - SIMD 2016). Easier and more sustainable travel options will make it easier for people to reach hospitals, schools and visit other areas of the country as well as giving better access to Levenmouth.

https://www.transport.gov.scot/news/levenmouth-on-track-for-rail-investment/

"The ongoing success in building towards reinstating this vital rail link is the product of many years of work. The past and present involvement from SEStran in developing the case for change has been central to its success"

Councillor Colin Davidson, Deputy Chair, SEStran
Councillor for Leven, Kennoway and Largo

European Projects

SEStran has continued to be actively involved in innovative and progressive EU funded transport projects, working closely with European partners and in turn contributing knowledge and ideas, to help benefit our own regional transport network. SEStran will remain involved in its current EU partnership projects until their agreed conclusion dates, ending in 2023. The UK Treasury has written to UK bodies involved in EU projects to confirm that funding for ongoing projects will be underwritten, in the case of EU funding impact linked to Brexit arrangements.

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PriMaaS – Prioritising Mobility-as-a-Service (an Interreg Europe project) *insert icons*

In August 2019, the PriMaaS project kicked-off, an exciting new Interreg Europe project aimed at 'prioritising low carbon mobility services to improve accessibility of citizens'. SEStran is representing the region in a consortium of ten European transport partners to promote Mobility-as-a-Service (MaaS) through policy development.

The project kick-off was held in September 2019 and in January 2020, SEStran held the first PriMaaS Regional Stakeholder Meeting to assess current levels of transport integration and identify barriers to the widespread adoption of MaaS. SEStran worked closely with MaaS Scotland to bring together stakeholders to provide regional representation. The first stakeholder meeting was held in late January 2020 in Tampere, Finland.

SEStran's role in the project is to establish a baseline of MaaS levels in the region, and exchange best practices with project partners. This will help develop an Action Plan to promote MaaS in the SEStran region and support the development of the new Regional Transport Strategy.

More information can be found on: https://www.interregeurope.eu/primaas/

CONNECT - Connecting North Sea Region's TEN-T nodes and supporting intermodal freight movement in the North Sea Region through smart efficiency enhancements *insert icons*

The overall project objective is to support 'smart intermodality' growth in the North Sea Region, through efficiency enhancements in and around port areas. The project focuses on implementing new 'smart' technology processes and working tools and developing strategies for using smart efficiency enhancements in freight movement. SEStran is leading on a work package based around marketing and communications. The project will officially start in June 2020.

More information can be found on: https://northsearegion.eu/north-sea-connect/about/

SHARE North – Shared Mobility Solutions for a Liveable and Low-Carbon North Sea Region *insert icons*

The SHARE-North project promotes shared mobility as a form of sustainable transport and a viable alternative to private car ownership. SEStran has continued to support shared mobility through Tripshare SEStran and GO e-Bike.

SEStran has also actively promoted Mobility Hubs, a concept that originated in the City of Bremen, the lead partner in SHARE-North. Mobility Hubs are centrally located points where shared modes of transport such as car clubs or (e-)bike-sharing are integrated with public transport. Mobility Hubs provide information on transport and the local area, and often provide seating and additional placemaking elements, making them supportive of everyone and everyday journeys. Mobility Hubs can easily be identified by their branding.

As part of the SHARE-North project, Mobility Hubs have expanded to Norway, Belgium and the Netherlands, and SEStran has been working with Local Authorities to promote and develop the concept in the South East of Scotland, and to identify locations where Mobility Hubs could add value to everyday travel. The SEStran Strategic Mobility Hub study applies the learning from SHARE-North to the SEStran region.

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More information can be found on: https://mobihubs.eu/ and https://share-north.eu/.

(Insert image and Share North Brand Logo and EU Interreg Logo)

Regio-Mob *insert icons*

The Regio-Mob project aims to promote sustainable travel by influencing relevant policy instruments. SEStran's role in the Regio-Mob project was to develop an Action Plan for the re-write of the Regional Transport Strategy.

In the final year of Regio-Mob, SEStran monitored the implementation of the Action Plan. The Action Plan proposed two interventions to encourage active travel in the SEStran region. This led to the implementation of the GO e-Bike scheme, a regional electric bike-sharing scheme. SEStran conducted an online survey and focus group at the GO e-Bike hub at St Andrews University to measure the impact of the scheme on travel behaviour and levels of physical activity. The research was based on best practice examples which project partners had exchanged during phase 1 of Regio-Mob. These conclusions were incorporated into the Projects Report which was presented to the SEStran Board in December 2019.

The results from Regio-Mob were presented at the Final Conference in Kozani, Greece, in October 2019. Two SEStran Board Members attended and presented on the impact of Regio-Mob in the SEStran region.

More information can be found on: https://www.interregeurope.eu/regio-mob/

(Insert Image/Regio Mob Logo/EU Logo)

SURFLOGH: Sustainable Urban Logistics Hubs *insert icons*

SURFLOGH aims to improve the role of logistics hubs in the network of urban logistics through connecting long-distance freight transport and last mile distribution in strategically located urban freight centres.

Last mile distribution is part of the wider concept of city logistics, which concerns the public and private planning and management of urban logistics. The City Logistics concept has emerged as a comprehensive approach aimed at attempting to mitigate the negative impacts of urban freight transportation without penalizing many economic, social, administrative, cultural, touristic, and other activities.

SEStran are leading on a work package[3] along with Edinburgh Napier University Transport Research Institute (TRI), developing business models for urban freight hubs. These business models will focus on the scalability and applicability of models for different locations and circumstances. SEStran & Edinburgh Napier University presented the first outputs of the project research at the 2019 STAR Conference in Glasgow in May 2019.[4]

[3] https://northsearegion.eu/surflogh/news/relevant-research-review/
[4] https://starconference.org.uk/star/2019/Cowie.pdf

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In May 2019 SEStran, jointly hosted the SURFLOGH mid-term conference with the TRI at Edinburgh Napier University in Edinburgh.

The event was compered by Richard Llewellyn, then, of Edinburgh Napier University. With almost 100 delegates (from Scottish local authorities, transport operators and voluntary organisations, plus more than 30 international guests) it was a great success.

Keynote speakers were Assistant Professor Paul Buijs from Groningen University who presented the concept of the 'physical internet', examining the interface between smart technology and logistics, Dr Jonathan Cowie from Edinburgh Napier who gave a critical overview of the academic research on last mile consolidation, and Sam Keam, Director of the UK Sustainable logistics operator Zedify, who gave an insight into the commercial realities and practicalities of working in sustainable city centre logistics.

More information can be found on: https://northsearegion.eu/surflogh/about/

[INSERT SURFLOGH LOGO/IMAGE/INTERREG LOGO]

BLING: Blockchain in Government

SEStran and the Centre for Design Informatics at the University of Edinburgh are collaborating on a project exploring opportunities around Blockchain technology developing practical transport focused applications for the technology with the development of a pilot project in the South East of Scotland.

Blockchain is a key enabling technology that will underpin efforts to deliver innovative services under the Digital Agenda for Scotland and Europe. Blockchain promotes user trust by making it possible to build systems that share information and record transactions in a verifiable, secure and permanent way. Based on a 'distributed ledger', blocks of information are chained together with cryptography to produce a system that stores, manages and verifies information.

The University of Edinburgh supported by SEStran has developed a pilot concept called **GeoPact**. The GeoPact system is comprised of a complex assembly of technological objects, that together enables the design, deployment of location-aware smart contracts that run on the Ethereum blockchain for study.

Through GeoPact we have been exploring the potential for location-aware smart contracts to catalyse new thinking around urban transport and logistics systems and services. A successful trial was tested with couriers in Edinburgh in December 2019. The next stage of the work will look at development of 'smart contract' writing in the everyday world, this will continue throughout 2020.

More information can be found on: https://northsearegion.eu/bling/

[INSERT BLING LOGO/IMAGE/INTERREG LOGO]

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Appendix: Annual Accounts and Reports

Annual Accounts

SEStran's Annual Accounts can be accessed online here:

[INSERT LINK TO ACCOUNTS]

Climate Change Report

Part four of the Climate Change (Scotland) Act 2009 places duties on public bodies to act in the way best calculated to contribute to the delivery of emissions reduction targets, to help deliver any statutory climate change adaptation programme, and in a way that they consider is most sustainable. The act came into force on 1 January 2011. Following the introduction of an Order by Scottish Government in 2015, all 151 public bodies that appear on the 'Major Player' list must submit an annual report to the Sustainable Scotland Network (SSN), detailing their compliance with the climate change duties.

[INSERT LINK]

Public Services Reform Act

The Public Services Reform (Scotland) Act 2010 (Sections 31 and 32) imposes duties on Scottish public bodies to publish financial information as soon as is reasonably practicable after the end of each financial year. This statement is produced annually by the South East of Scotland Transport Partnership (SEStran) to ensure compliance with the requirements of the Act. It can be accessed online here:

[INSERT LINK]

Community Empowerment Act

SEStran is a listed public authority under the Community Empowerment Act and one of our duties under the Act is to consider requests from the community. Participation Requests can help groups from the local community (a community-controlled body) to liaise with SEStran and other listed authorities on improving issues in an area. We welcome requests from groups that can aid SEStran in delivering its strategic functions in the South East of Scotland. To gain more information on how to place a request, please follow the link:

sestran.gov.uk/corporate/ participation-requests/

Public Records Act

SEStran is required under the terms of Section 1 of the Public Records (Scotland) Act 2011 to produce a Records Management Plan, setting out proper arrangements for the management of its records and to submit this to the Keeper of the Records for approval. SEStran submitted its RMP in January 2011 and it is available here:

sestran.gov.uk/wp-content/ uploads/2017/06/SEStranRecords-Management-Planv2.0.pdf

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Regional Transport Transition Planning Group

1. INTRODUCTION

1.1 This report updates Members on the work of the South East Scotland Transport Transition Group, and SEStran's involvement in it.

2. BACKGROUND

2.1 As part of its response to the pandemic, the Scottish Government has set up a number of Transport Transition Groups to co-ordinate the local authority, RTP and Government response to mitigate the effects of Covid-19 on the country's transport network. These comprise a National Advisory Group and two Regional Groups for the Edinburgh and Glasgow regions.

2.2 At SEStran's suggestion, the South East Scotland Transition Group includes all of the SEStran constituent local authorities. Its Secretariat has been provided by the Edinburgh City Deal Project Management Office. The Transition Group itself is chaired jointly by Transport Scotland's Director of Transport Strategy and Roads, and the Chief Executive of Midlothian Council.

2.3 One of the key tasks at the Group's inception was to draft a comprehensive Project Plan, setting out what interventions the Group intended to make to help the transportation system run smoothly as the country entered the various stages of the Scottish Government's Route Map. SEStran undertook this task on behalf of the group.

2.4 Clearly however maintaining and measuring the Group's actions to mitigate the effects of the pandemic on transport has been a dynamic process, especially as infection levels rose again in early autumn, and new tiers of restrictions are introduced. SEStran has updated the Project Plan to take account of this, and will continue to do so.

2.5 Outside of Edinburgh and Glasgow regions, similar groupings and collaborations have been taking similar measures forward.

3. PROGRESS AND CURRENT POSITION

3.1 Much of the work of the Transition Group so far has focused on three regional 'corridors' reflecting travel to work patterns into Edinburgh from the North, West, and South and East. Three Corridor Sub Groups quickly came up with a package of co-ordinated measures with the assistance of Jacobs, consultants appointed by City of Edinburgh Council. Jacobs are also leading on monitoring and evaluation of the projects.

3.2 The package of measures developed resulted in a successful bid to the Scottish Government's Bus Priority Rapid Development Fund of c.£1.2m to support the delivery of local bus priority schemes, mainly clustered around the three corridors. SEStran also co-ordinated a further bid to the Fund for region-wide measures to a value of around £300,000 as part of an overall amount of £600,000 for a second tranche of funding for the region.

3.3 SEStran's other involvement in regional co-ordination has included connecting the work of the Transition Group to other stakeholders, for example through the Bus Operators' Forum. SEStran has also, through regular meetings of the RTP Chairs and Leads meetings, been able to share knowledge with other regions on what measures are being taken there.

3.4 Other region-wide projects which SEStran is leading for the Transition Group include:

- supporting Transport Scotland on a national approach to capacity information;
- use of the Thistle Card as a means of giving people with disabilities or other reasons for an exemption from mask wearing confidence to travel on public transport; and
- work on commercial demand responsive transport, which will be the subject of future reports to the Board.

4. RECOMMENDATION

4.1 That Members note SEStran's involvement in the South East Scotland Transport Transition Group

Andrew Ferguson
SEStran Consultant
12th November 2020

Policy Implications	None.
Financial Implications	SEStran's involvement in the Group will be met within existing resources.
Equalities Implications	An EqIA is being prepared by the Transition Group.
Climate Change Implications	The work of the Transition Group is in part designed to mitigate the impacts of increasing traffic levels, which have at some times of day returned to, if not exceeded, pre-Covid levels.

Projects Performance Report

1 Introduction

1.1 The report tracks the progress of SEStran's projects. Where relevant any impacts on project progress arising from Covid-19, including those affecting progress or delivery by suppliers or partners are noted.

2 Projects performance

2.1 A high level 'RAG' (Red-Amber-Green) status is used to highlight the current state of progress of each project against the agreed set targets. Once completed, projects are reported with a 'Blue' status, and then removed from future reports.

RAG Status	Meaning:
	Complete
	Progressing according to plan
	Some issues encountered
	Severe issues or delays

2.2 Most SEStran projects address more than one of SEStran's Strategic Objectives, as established within the SEStran Regional Transport Strategy. Project updates include the following symbols for strategic objectives where relevant.

	Economy
	Accessibility
	Environment
	Safety and health
	Corporate

4. RECOMMENDATIONS

4.1 It is recommended that the Board notes the progress in delivering on current projects, and that impacts or delays have been recorded in relation to Covid-19.

Anna Herriman
Senior Partnership Manager

20 November 2020

Appendix 1: Projects update

Policy Implications	Outlined project work contributes to the objectives identified within SEStran Regional Transport Strategy
Financial Implications	All project work is delivered from within confirmed budgets.
Equalities Implications	There are no adverse equalities implications arising from SEStran projects. A number of projects actively work to reduce inequalities.
Climate Change Implications	There are no negative climate change implications arising from SEStran projects. A number of projects actively work to tackle climate change through creation of more sustainable transport options.

Appendix 1

SEStran Projects Update

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1. Strategy

1.1 Regional Transport Strategy

SEStran's original Regional Transport Strategy (RTS) was approved in March 2007 to cover the period from 2008 until 2023. The strategy was refreshed in August 2015 to cover the period until 2025.

The Main Issues Report (MIR), published in May 2020, was commissioned to explore current issues and evidence the key considerations that will shape the development of the new RTS.

Many of the issues identified in the MIR will remain relevant over a longer term , however one 'main issue', which is the need for the RTS be able to respond flexibly to future uncertainty, has been clearly highlighted by the impacts of Covid-19, ensuing lockdowns and the ongoing transition out of severe travel restrictions.

The lasting impacts of Covid-19 are not fully known at this stage, but it is widely acknowledged that impacts will be far reaching and include impacts on the economy, plans for land-use, as well as transport systems and travel behaviour.

Latest developments:

- RTS Development — Programme revised

  The development of the RTS will be delivered through consultancy support. The development will involve consulting key stakeholders, establishing of a case for change, appraising preliminary options and carrying out statutory assessments including a Strategic Environmental Assessment and Equalities Impact Assessment.
  - A Prior Information Notice (PIN) was issued on Public Contracts Scotland in October and generated good levels of interest.
  - The tender brief for consultancy work was published on 10 November 2020.
  - A revised RTS delivery programme has been agreed, to better align to timescales involved in the development of other, linked strategies such as the Second Strategic Transport Projects Review (STPR2). This approach has had input from partner Councils and the SEStran RTS Steering Group. As processes within STPR2 were delayed due to Covid-19, the start date for consultancy work will be later than first advised. The proposed final completion date of early 2022 has not changed, however.

2. Active Travel Projects

2.1 GO e-Bike

In April 2018, SEStran 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. In August 2018 SEStran secured funding from the Low Carbon Travel and Transport (LCTT) Fund and Transport Scotland (TS) to expand the GO e-Bike scheme through six further hubs.

Latest developments:

- GO e-Bike expansion with LCTT & TS funding — *In progress*
  - Activities at the Tweeddale Hub remain paused. Discussions are ongoing to assess the feasibility of other options in the Borders. The e-bike fleet have been loaned to Forth Environment Link and the e-cargo bikes are on loan to West Lothian Bike Library.
  - Now that SPEN works are completed, discussions are progressing with Bewegen to agree a date for the final preparatory works and installation.
  - Design work for the "Do The Ride Thing" campaign and website is now complete, following engagement and feedback from Active Travel delivery partners. A media package is being developed for the launch of the campaign in November, which will now be via online media.

2.2 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*
  - Work has been progressing along with City of Edinburgh to assess signalling on the route and particularly at Cameron Toll and Craigmillar Park.
  - The detailed design phase of the project is now complete, with City of Edinburgh Council progressing to Stage Four of the project, and drafting an application to Sustrans Scotland, for funding towards construction.

2.3 Regional Active Travel Development Fund – Transport Scotland

The Regional Active Travel Development Fund was established between Transport Scotland and the Regional Transport Partnerships in 2018/19. SEStran made a proposal for projects in 2020/21 to Transport Scotland in March 2020 and has received £314,000 for this third year of funding.

Latest developments:

- Project 1: Attitudinal Survey & Data Collection — *In progress*
  - "The Lines Between" were appointed to carry out a longitudinal behavioural survey work, commencing in July 2020. Initial research work has been completed and the baseline survey report is in the last stages of drafting.
  - The survey work takes up half of the allocated budget (at £48,100, including Baseline survey, Longitudinal surveys and Project Management). Data Collection costs are estimated at £50,000
  - *Total award £100,000*

- Project 2: 'Do The Ride Thing' Awareness Campaign — *In progress*
  - SEStran has created an awareness campaign for the use of e-bikes across the region to complement the launch of a number of e-bike hubs. Do The Ride Thing seeks to create an environment where individuals look out for others and create good habits while riding a bike.
  - Procurement has commenced for creative services and the development of media package and promotions.
  - *Total award £100,000*

- Project 3: West Lothian Active Travel Projects — *In progress*
  - Completion of projects from 2019/20:
    - 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.
  - Investigate a number of potential active travel links:
    - A89 Parallel Route – Easton Road Bathgate to Armadale
    - A904 Newton – South Queensferry
    - Linlithgow – Bo'ness (Links to Blackness & Falkirk)
    - West Calder – Harburn
    - Bathgate Hills Quiet Roads Initiative
  - West Lothian Council has reported a delay to the appointment of consultants and completion of the project is now expected by March 2021, within the current financial year.
  - *Total award £64,000*
  - SEStran successfully bid for resource funding to support the breadth of active travel projects that happen across the partnership.
  - Officers conducted a procurement exercise for additional resource concluding on the 4th September 2020.
  - *Total Award £50,000*

2.4 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*
  - The current guidance on delivery of Bikeability and staff training varies by Local Authority and some are still awaiting clarity on when external visitors will be allowed into the school setting. This is one area of activity where Covid-19 has changed delivery mode. Funding applications are all secured for delivery over this academic year.
  - A regular Microsoft Teams group meeting has been established to better support communication and information sharing between Local Authority Bikeability Scotland Coordinators.

- 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.

- Adult and Family Cycle Training — *In progress*
  - An adult and family training pilot delivered through Community Learning and Development (CLD) teams is being delivered in partnership with East Lothian and West Lothian. This will equip CLD staff with the training necessary to deliver Essential Cycling Skills in their community.
  - Pilot delivery of family cycle training sessions took place in Fife and Edinburgh during July and August. A review of the delivery took place in September and the course is now available for families to sign up to across the region.
  - A Cargo Bike training course has been developed and the first session is being run in early November in Edinburgh.

3. Public Transport Projects

3.1 Real Time Passenger Information (RTPI)

SEStran's RTPI system began in 2010 with the aim of tackling 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 and hardware upgrades — *Delayed*
  - The new system passed the factory acceptance testing (FAT) in October which means that the project can now move to silent running testing.
  - The supplier delays with the FAT were due to Covid-19, but if silent running is successful then the RTPI feed should go live before the end of the year.
  - The test of the new system will now be undertaken at the Galashiels Interchange in November Covid-19 restrictions allowing.

- **Public Transport Capacity Information** *In progress*
  - In response to Covid-19, SEStran is working alongside Transport Scotland and Trapeze to test the feasibility of incorporating bus capacity information on public transport for use by Traveline Scotland.
  - This new feed will be integrated into the new SEStran regional RTPI system.

3.2 Thistle Assistance Programme

SEStran 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 working to identify funding to help evolve the programme and journey planning aspect of the scheme.

Latest developments:

- **Journey Planner App - Phase Two** *In progress*
  - SEStran is working on a funding proposal for submission to Sustrans to develop the phase two work.

- **Thistle Assistance Programme Update** *In progress*
  - Covid-19 update – SEStran has adapted the Thistle card and App to provide an exemption message for those that cannot use a face covering when using public transport. Messaging has been developed for print, social media and on the website[1].
  - In order to improve distribution of the cards & leaflets and cope with the increased number of requests a mail out service has been developed.
  - Since June 2020 over 10,000 cards and leaflets have been distributed and there have been over 5,000 downloads of the App.

- **SEStran Website** *Delayed*
  - In order to comply with legislation (Public Sector Bodies (Websites and Mobile Applications)(No. 2) Accessibility Regulations 2018) SEStran updated the Partnership website to comply with Accessibility Standards Level A and AA Success Criteria of the Web Content Accessibility Guidelines (WCAG) version 2.1 and it complies with Cyber Essentials requirements.
  - A design for a new SEStran site is under development, but due to Covid-19, the timescale for identifying and addressing site management issues has not been met. A go live date for a new look site with desired new functionality, that fits with current branding is yet to be confirmed.

- **Marketing and Communications Internship** *Complete*
  - SEStran's internship post, made possible through a partnership with Inclusion Scotland, concluded on 9 October 2020, after two funding extensions were agreed by Inclusion Scotland.
  - The internship post supported the rebranding, website development and marketing of the Thistle Assistance Scheme.

[1] https://www.thistleassistance.com/travel-safety/

3.3 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 — *In Progress*
  - Phase 2 - The next stage of the study, the 'Initial Options Appraisal' was submitted to Transport Scotland for review on 18th of September.
  - £37,834 of the £82,000 budget has been claimed for the work to date.
- Forth Freight Strategy — *In Progress*
  - The Case for Change STAG phase one work is currently underway with the 'desktop' research & data collection done.
  - Stakeholder engagement took place in September using a combination of online workshops and one to one phone/online interviews.
  - The Case for Change is due to be completed & submitted for evaluation to Transport Scotland in November.
  - £34,000.00 from the £150,000.00 budget has been invoiced to date.

3.4 South East Scotland Transport Transition Group

The South East Scotland Transport Transition Group ('the Group') came into being on 3rd June. The Group is established as a temporary arrangement, to develop and oversee a Regional Transport Transition Plan for the transition period following Covid-19 lockdown restrictions. The Group brings together local, regional and national partners to jointly plan for the management of transport related measures needed during this period.

Latest developments:

- Development of South East Scotland Transport Transition Plan — *In progress*
  - SEStran plays a key role in the development of the South East of Scotland Transport Transition Plan. SEStran oversees the Transition Plan, ensuring it is kept up to date as guidelines change and issues and opportunities arise.
- Bus Priority Rapid Deployment Fund bid — *In progress*
  - A bid by the Group to Transport Scotland's Transport Scotland Bus Priority Rapid Deployment Fund initially attracted £1.2M funding for temporary bus priority interventions on key Edinburgh bound corridors, with the City of Edinburgh Council acting as lead applicant. Further funding was set aside pending further information. A second tranche bid for up to £0.6M has now been finalised comprising a wider range of temporary bus-supportive measures.
- Region-wide sub-group — *In progress*
  - SEStran leads on the development of a range of region-wide interventions including trialling public transport capacity information (as mentioned in section 3.1), exploring the feasibility of improved public transport through an expanded DRT approach, and Thistle Assistance.

4. European-funded Projects

4.1 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 — *In progress*
  - SEStran has been exploring opportunities to introduce Mobility Hubs to the region. In doing so, SEStran builds on the expertise and support from the European partners.
  - A Mobility Hub seeks to raise the profile of shared mobility (car club, bike-sharing, carsharing), by integrating these modes of transport with existing public transport provision.
  - Following the completion of the Mobility Hub Strategic Study, SEStran has been working with colleagues in East Lothian Council, to use SHARE-North funding for the development of a Mobility Hub trial at the Brunton Hall in Musselburgh.
  - SEStran supported colleagues in Fife Council in the preparation of a bid to the Sustrans Places for Everyone Fund, for a Mobility Hub feasibility study in East Fife, including the possible integration of Mobility Hubs at the proposed railway stations at Leven and Cameron Bridge.
  - SEStran ran an online naming exercise for Mobility Hubs during the Integrated Mobility Forum on 8 October 2020 using Mural, an online workspace that allows for collaborative working.
- Project activities and partner meetings — *Delayed*
  - Due to Covid-19 various project activities and physical meetings have been cancelled. Whilst some activities have moved online, through teleconferences, other activities have been delayed. The project consortium is now seeking a 6-month extension to the project, subject to formal agreement of the Programme Secretariat.
- Tripshare SEStran — *Reduced service*
  - Due to the ongoing impacts of Covid-19 and Scottish Government guidance on carsharing, SEStran is not actively promoting the Tripshare SEStran platform, but has awarded a reduced level, one-year contract to Liftshare in order to maintain the platform and retain existing members during this period.

4.2 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.
  - To date the Literature review, Business Model Framework and Edinburgh Case study have been completed.
  - SEStran & Edinburgh Napier University presented the latest work to the project steering group in October.
- Edinburgh Pilot – ZEDIFY — *In progress*
  - The procurement process for the pilot project expansion was completed in October via Public Contracts Scotland.
  - ZEDIFY will be appointed to develop the new hope with the SEStran & Edinburgh Napier University project team.

- Expansion of Edinburgh Cargo-Bike delivery — *In progress*
  - SEStran will be working with the Cargo Bike Movement (CBM) to develop a community hub in South Edinburgh which will promote the use of cargo bikes within Edinburgh as a fairer, healthier and greener alternative to carbon-emitting vehicles in the delivery of goods and for individuals and families.
  - This new hub will work with the existing Zedify hub and contribute to the SURFLOGH research.
  - SEStran will use £10,000 from the Sustainable Active Travel budget to support the project.

4.3 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's role is to develop 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 — *In progress*
  - 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.

- The pilot is called 'GeoPact'[2]
- The next stage of the research will be to develop a Smart Contracts interface that can be easily use and adapted in the 'real world'.
- Representatives from the logistics and freight sector participated in successful mini-workshops on October 19th to explore the key elements that would be needed for a 'useable' smart contract interface.
- The work is currently being evaluated to present to the BLING steering group on the 25th of November.

4.4 PriMaaS

Interreg Europe – Aug 2019 to Jan 2023

Mobility-as-a-Service (MaaS) is a concept that changes 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:

- MaaS Scotland Annual Conference 2020 — *Complete*
  - SEStran participated in this year's online MaaS Scotland Annual Conference and presented the PriMaaS project during the technical session on policy and procurement.
- Baseline Assessment and MaaS Action Plan — *In progress*
  - SEStran has worked with partners to feed into the Baseline Assessment Report, establishing a baseline of MaaS levels in each of the partners' regions. This will help identify best practices and develop an Action Plan for the SEStran region.
  - SEStran has started exploring options for MaaS and Demand Responsive Transport (DRT) in the region, and is considering different funding avenues for such a project, such as the Transport Scotland MaaS Investment Fund.
  - The idea for a DRT/MaaS platform was presented at the Equalities & Access to Healthcare Forum on 2 October and the Integrated Mobility Forum on 8 October, inviting forum members to share their views and comments.
- 2nd PriMaaS Stakeholder Workshop — *Complete*
  - SEStran organised the second PriMaaS Stakeholder Workshop during the Integrated Mobility Forum on 8 October 2020. The forum members were given an update on the project activities and progress to date, and a discussion was held on the challenges around governance, open data and the options for a DRT/MaaS platform.
- Project activities and partner meetings — *Delayed*
  - The project partners met online in October to discuss progress of project activities and budget. Due to Covid-19 and government restrictions, many project activities have been delayed and has resulted in underspent budget.

[2] https://northsearegion.eu/media/14062/geopact-pictorial-tallyn-2020.pdf

- The consortium as a whole is now seeking a possible 6-month extension to the project, subject to formal agreement by the Joint Secretariat of the funding programme.

4.5 CONNECT

Interreg North Sea Region – Oct 2019 to Mar 2022

CONNECT's overall objective is to support the growth of 'smart intermodality' in the North Sea Region, through smart efficiency enhancements within freight movement. It looks at connecting the North Sea Region's TEN-T nodes, focusing on implementing 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 Kick-Off

In Progress

  - The project 'kick-off' meeting took place online on the 1st & 2nd of September 2020 hosted by the lead partner in Hamburg. SEStran attended online.
  - SEStran will be leading on a work package based (WP3) focussed on sharing of best practice.

5. SEStran forums & upcoming events

5.1 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.

Forum meetings:

- Equalities and Access to Healthcare Forum
  The 2 October 2020 meeting was conducted online, with good attendance, and covered an RTS update, the DRT strategic study, Thistle Assistance, Transport Transition Plan, Tripshare, and the Equalities outcomes 2021-2023.
- Integrated Mobility Forum
  Due to Covid-19 the April meeting was cancelled. The 8 October 2020 meeting was held online, and covered a PriMaaS Stakeholder workshop, a SHARE-North naming exercise, and an RTS update.
- Logistics and Freight Forum
  Due to Covid-19 the May meeting was cancelled, and an online Forum meeting will be held before the end of December.

New Regional Transport Strategy (RTS): Update Report

1 Introduction

1.1 At the meeting of the Partnership Board on 19 June 2020, it was agreed to note the requirement to review the RTS delivery programme to take account of the resource effects and consequences to transport services of COVID -19 and approval of a revised programme for delivery of the RTS was delegated to the Partnership Director.

2 Current Situation

2.1 Covid-19 has created an extremely uncertain future for transport provision across the SEStran region. At a fundamental level, the long term aims and objectives at the heart of the existing and new RTS and the National Transport Strategy (NTS2) are likely to remain unchanged by Covid-19, although achieving the following challenges may be amplified and therefore become more urgent due to the wide-ranging impacts of Covid-19:-

- reducing inequalities,
- taking climate action by reducing the need to travel,
- encouraging sustainable mode choices and active travel, and
- supporting inclusive growth.

2.2 Public transport demand remains impacted by the need for physical distancing and a drop in public confidence. Working from home, the move to more shopping online and impacts on the tourism and leisure sector have seen major reductions and changes to demand. Significant changes in the timing of trips is also currently apparent with lower morning peak demand and greater trip movement between the peaks. Given the levels of uncertainty it is only right that we consider the implications for transport and how we integrate these and other requirements into the development of a robust and flexible new RTS.

2.3 Covid-19 has impacted on the pace of development of the Second Strategic Transport Projects Review (STPR2) and National Planning Framework (NPF4). As previously indicated, it is vital that the RTS aligns with the outcome of both these processes. There is now some clarity on the timing of STPR2. As part of the Programme for Government 2020-21 announced in September 2020, it was indicated that there would be a two-phase approach to the ongoing work associated with STPR2.

2.4 Phase 1 of STPR2 has two outcomes. The first will focus on recommendations which “lock in” the benefits and travel behaviours of individuals by extending successful temporary initiatives to support active travel through the Spaces for People funding. This is considered vital by Scottish Government to aid and provide a step change in investment which

supports the priorities and outcomes of the National Transport Strategy. The report is due to be published in December 2020.

2.5 This second element of Phase 1 is the completion of the Scottish Transport Appraisal Guidance (STAG) Case for Change Report following discussion with the Regional Transport Working Groups across Scotland. This will include the sifting logic behind the development of options to be included for future assessment. The final case for change report is also due to be published in December 2020.

2.6 Phase 2 of STPR2 is the Final Options Appraisal which will be undertaken during 2021 and will identify the options worthy of further consideration and potential future investment as part of the national transport investment programme.

2.5 The impacts of COVID-19 delayed the progress of STPR2. The change in the approach to STPR2 particularly focussing on the “locking in” of the benefits and travel behaviours changes has impacted upon the whole sifting and appraisal process. This is influenced by and consistent with the NTS focus on the Sustainable Travel Hierarchy and the Sustainable Investment Hierarchy.

2.6 This revised delivery timescale of these outputs from STPR 2 are key factors in the development and consideration of the SEStran RTS. The development of strategies and policies will need to reflect this revised approach to project priorities and therefore, the adjustment of the RTS programme to align with the new timescales for STPR2 allows for the development and assessment of options that fully take account of how STPR2 has developed and its findings.

2.7 It is important to progress the RTS development process to maintain valuable stakeholder buy-in and momentum, but it is important that the revised RTS programme can now develop in alignment with the ongoing development of the wider policy context.

2.8 The RTS Steering Group has met during the development of the revised programme and considered ongoing development of the consultancy brief to procure the support needed to deliver the RTS.

3 New RTS –next steps

3.1 Following review of the stages required to develop the RTS and the consultancy support required, and the confirmation of work recommencing on STPR2, procurement has commenced. A tender package for a contract to provide transport planning services to support production of a new Regional Transport Strategy for the SEStran region has been advertised on Public Contracts Scotland. The revised programme, showing key indicative stages of development of the RTS, is attached as Appendix 1.

3.2 The procurement exercise will be complete by mid-December 2020 and it is anticipated that works will commence at the start of January 2021 and will commit the budget expenditure identified in the 2020-21 budget for the

delivery of the RTS. However, the delay to align with the STPR2 will reduce the anticipated spend on the project in the current financial year which will result in a carry over into 2021-22. Anticipated spend in 2020-21 is £50,000 subject to final tender prices and contract programming.

3.3 Consultation exercises with stakeholders are expected to take place during the first half of 2021. This time period will also see the commencement of STAG based appraisals and various statutory assessments necessary to support the development of the RTS. It is anticipated that the draft RTS and supporting assessment will be presented to the Partnership Board for approval for final consultation in September 2021.

3.4 Update reports on progress will be presented to the Partnership Board meetings whenever appropriate.

4 Recommendations

It is recommended that the Board:

4.1 notes the recommencement of work on STPR2 and the proposed two phases of delivery;

4.2 notes the review of the delivery programme (appendix 1), to take account of the resource effects and consequences to transport services of COVID -19 and the alignment with the revised delivery programme for STPR2; and

4.3 notes the impact of this change in spending profile on the Projects-Indicative Activities for financial years 2020-21 and 2021-22 with an anticipated expenditure in 2020/21 of £50,000.

Jim Stewart
Strategy and Projects Officer
13th November 2020

Policy Implications	A new RTS will impact on future strategy development and local transport authorities' plans and strategies.
Financial Implications	Sufficient funds are contained within the projects budget for delivery of the RTS
Equalities Implications	The new RTS is subject to an Equalities Impact Assessment (EQIA)
Climate Change Implications	The new RTS will be subject to a Strategic Environmental Assessment (SEA)
Appendices	Appendix 1 Revised RTS delivery programme.

GO SEStran
South East of Scotland Transport Partnership

| | | |

Programme of Meetings 2021

1. Summary

1.1 This report outlines the proposed calendar of SEStran Partnership Board meetings in 2021, with the full schedule of SEStran meetings contained in Appendix 1.

1.2 The schedule has been drafted in line with previous meeting cycles and complies with audit reporting requirements.

1.3 The proposed dates for the Partnership Board are:

- Friday 19th March 2021 – Microsoft Office Teams
- Friday 18th June 2021 – Microsoft Office Teams
- Friday 24th September 2021 – TBC
- Friday 3rd December 2021 – TBC

1.4 With the ongoing uncertainty relating to the global pandemic the meetings scheduled for the early part of 2021 are scheduled to take place virtually utilising Microsoft Teams. The September and December Partnership meetings may take place physically if it is considered safe to do so nearer the time, and if Members wish to return to face to face meetings.

2. Recommendation

2.1 It is recommended that the Board approves the proposed programme of meetings for 2021 and:

2.2 Notes that venues still to be confirmed will be agreed when guidance allows.

Angela Chambers
Business Manager
13th November 2020

Appendix 1: Table of future meeting dates.

PROGRAMME OF MEETINGS 2021 **Item A8. Appendix 1**

	January	February	March	April	May	June	July	August	September	October	November	December
Partnership Board (09:00-14:00)			Friday 19th; Microsoft Teams			Friday 18th; Microsoft Teams			Friday 24th; tbc			Friday 3rd; tbc
Performance & Audit Committee (09:30-12:30)			Friday 5th; Microsoft Teams			Friday 4th; Microsoft Teams			Friday 10th; tbc		Friday 19th; tbc	
Chief Officer Liaison Group (14:00-16:30)		Wednesday 17th; Microsoft Teams			Wednesday 26th; Microsoft Teams			Wednesday 25th; tbc			Wednesday 10th; tbc	
Integrated Mobility Forum (10:00-12:30)				Tuesday 13th; Microsoft Teams						Thursday 7th; tbc		
Logistics & Freight Forum (14:00-16:00)					End May; Microsoft Teams						Start Nov; tbc	
Equalities & Access to Healthcare Forum (10:00-12:30)			Wednesday 31st; Microsoft Teams						Thursday 30th; tbc			
RTP Lead Officers Meeting (09:30-14:30)		Wednesday 3rd; Microsoft Teams			Wednesday 5th; Microsoft Teams			Wednesday 4th; tbc			Wednesday 3rd; tbc	
RTP Chairs Meeting (09:30-12:00)			Wednesday 3rd; Microsoft Teams			Wednesday 2nd; Microsoft Teams			Wednesday 1st; tbc			Wednesday 1st; tbc

Public Services Reform (Scotland) Act 2010

1. INTRODUCTION

1.1 The Regional Transport Partnerships are included in the schedule of the Public Services Reform (Scotland) Act 2010. This requires annual publication of certain information and this report advises the Board of the information to be published.

2. DATA TO BE PUBLISHED

2.1 Expenditure

2.1.1 Section 31 (1) and (2) require public bodies to publish as soon as is reasonably practical after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:

- Public relations
- Overseas travel
- Hospitality and entertainment
- External consultancy
- Payments with a value in excess of £25,000
- Members or employees who received remuneration in excess of £150,000.

2.2 SUSTAINABLE ECONOMIC GROWTH

2.2.1 Section 32(1)(a) provides that as soon as is reasonably practical after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to promote and increase sustainable growth through the exercise of its functions. As this requires the publication of a statement it is not sufficient simply to refer to other published material such as the annual report.

2.3 EFFICIENCY, EFFECTIVENESS & ECONOMY

2.3.1 Section 32(1)(b) provides that as soon as is reasonably practical after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to improve efficiency, effectiveness and economy in the exercise of its functions. Again this requires the publication of a free standing statement and it is not sufficient simply to refer to other published material such as the annual report.

2.4 The data as described in sections 2.1 to 2.3 of this report is included in appendix 1 of this report and will be published on the SEStran website in accordance with the requirements of the Act.

3. RECOMMENDATION

3.1 The Board is asked to note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in appendix 1 of this report.

Hannah Markley
Business Support Officer
September 2020

Appendix 1 – Statement of Compliance with the Public Services Reform (Scotland) Act 2010

Appendix 2 – PSRA Invoice Details

Policy Implications	None
Financial Implications	As detailed in appendix 1.
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None
Climate Change Implications	None

Appendix 1 - Statements of Compliance with the Public Services Reform (Scotland) Act 2010

1. BACKGROUND

1.1 Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010 ("the Act") impose duties on Scottish public bodies to publish information on expenditure and certain other matters as soon as is reasonably practicable after the end of each financial year. This statement is produced by the South East of Scotland Transport Partnership (SEStran) to ensure compliance with the requirements of the Act.

1.2 SEStran works hard to be a transparent, responsive, best value organisation that delivers on its vision for the South East of Scotland's transport network, as outlined in its statutory Regional Transport Strategy.

1.3 SEStran's vision is for a regional transport system that:
"***Provides all citizens of South East Scotland with a genuine choice of transport which fulfils their needs and provides travel opportunities for work and leisure on a sustainable basis."***

1.4 SEStran's annual report and accounts for 2019/20 set out the impact of the work and the outcomes achieved, together with associated costs. This is laid before the Partnership Board of SEStran in September 2020. The purpose of this statement is to disclose those costs which are relevant to Section 31(1) and (2) of the Act.

1.5 Section 31(1) of the 2010 Act requires public bodies to publish as soon as is reasonably practical after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:

- Public relations;
- Overseas travel;
- Hospitality & entertainment;
- External consultancy
- Payments in excess of £25,000.

1.6 Public bodies are required to publish the total amount of expenditure incurred during each financial year on or in connection with each of the categories set out above, but it is of course open to SEStran to publish a more detailed breakdown of expenditure if they so wish.

2. PUBLIC RELATIONS

2.1 SEStran spent £71,941 on public relations in 2019/20. This is 3.5% of the total expenditure for the year. The costs included the design and development of the Thistle Card website and the Awareness Campaign, printing and publication of documents and advertisement on Forth Radio.

3. OVERSEAS TRAVEL

3.1 SEStran incurred expenditure of £3,990.33 on overseas travel in 2019/20. This is the equivalent of 0.2% of total expenditure for the year. This travel is in relation to European projects that SEStran is involved in and is therefore subsidised by the EU at percentages varying from 50% to 85%.

4. HOSPITALITY & ENTERTAINMENT

4.1 SEStran incurred an expenditure of £0 on hospitality in 2019/20. No expenditure was incurred on benefits, sporting or cultural events.

5. EXTERNAL CONSULTANCY

5.1 SEStran incurred expenditure of £483,247.14 on external consultancy. This is the equivalent of 23.2% of the total expenditure for the year. SEStran continued to commission AECOM as first level controllers for urban cycle networks and the active travel fund, along with WYG for RTPI assistance. SEStran have sought consultative assistance from Sentireal, Therapy Box, Damibu, Living Map and Passio for Thistle Assistance Development. Furthermore, SEStran have also sought consultative assistance from Systra, Ove Arup, Trivector, Bewegen Technologies Inc and Steer Davies & Gleave Ltd.

6. PAYMENTS IN EXCESS OF £25,000

6.1 Section 31(3) of the Act places a duty on public bodies to publish the amount, date, payee and subject matter of any payment made during the financial year which has a value in excess of £25,000.

6.2 SEStran made the following payments over £25,000 (including VAT)

Payee	Subject Matter	Gross Amount
Bewegan Technologies Inc	Go e-Bike	£76,039.00
Bewegan Technologies Inc	Go e-Bike and Sustainable Travel Awareness	£29,094.00
Trapeze	Core	£56,073.00
East Lothian Council	Urban Cycle Networks	£108,375.00

Liftshare	R17 Sustainable Travel Awareness	£29,105.00
Electric Bike Scotland Ltd	Go e-Bike	£46,709.00
NHS Lothian	Urban Cycle Networks	£45,692.00
Ineo Systrans	RTPI – Revenue Contribution	£28,203.00

6.2 Payments were made to Bewegen Technologies Inc in relation to the procurement on an on-street public e-Bike share system as part of the GO e-Bike programme. These payments covered a range of services, including the purchasing of bikes, infrastructure and equipment for the four bike hubs and Bikeplus project management.

6.3 Payment of £56,073 was made to Trapeze to upgrade the "Routewise" system to "Novus FX" for the provision of real-time data, on behalf of all SEStran's partner councils.

6.4 The East Lothian Council Grant of £108,375 was associated to consultancy services rendered for active travel and place making work within town centres in East Lothian.

6.5 Payment of £29,104.68 was made to Liftshare.com Ltd for a one year licence to deliver a trip sharing web based platform, SEStran Tripshare. This provides a trip sharing platform and facilitates trip matching across the whole of the SEStran region.

6.6 Payment of £46,709 was made to Electric Bike Scotland for the procurement of e-bikes for two hubs at Socialbite Village and Tweeddale as part of the GO e-Bike programme.

6.7 The £45,692 NHS Lothian Grant associated to consultancy services rendered in the process of work for the active travel corridor between BioQuarter and Cameron Toll.

6.8 The Ineo Systrans payment of £28,203 was in relation to the maintenance contract for the Real Time Passenger Information project.

6.9 Throughout 2019/20 SEStran paid certain consultants in excess of £25,000 over several payments. These are listed below:

Supplier	**Subject Matter**	**Total Amount**	**Comments**
Hillside Agency	Thistle Assistance Development	£26,115.80	TV Advert

AECOM	Urban Cycle Network	£88,695.12	Strategic Cycle Network
Sentireal	Thistle Assistance Development	£30,000.00	Journey Planner
Therapy Box	Thistle Assistance Development	£30,000.00	Healthcare Technology
Damibu	Thistle Assistance Development	£30,000.00	Personalised Navigation App
Ove Arup	Urban Cycle Networks	£90,471.00	Professional Fees - Studies
Systra	Rail Stations Development	£39,019.20	Strategic Studies – LRDF & DRT
Living Map	Thistle Card Development	£30,000.00	Journey for all project
Passio	Thistle Card Development	£32,976.00	Innovate UK
Onestop ITS	CORE	£32,932.64	Help Desk
Conference Partners	EU SURFLOGH and BLING	£25,287.18	Mid-term Conference

7. MEMBERS OR EMPLOYEES WHO RECEIVE REMUNERATION IN EXCESS OF £150,000

7.1 Section 31(4) of the Act places a duty on public bodies to publish the number of individuals who received remuneration in excess of £150,000.

7.2 No employee, office holder or other individual involved with SEStran received remuneration in excess of £150,000 during 2019/20.

8. SUSTAINABLE ECONOMIC GROWTH

8.1 Section 32(1)(a) of the Act places a duty on public bodies to publish a statement of the steps it has taken during the financial year to promote and increase sustainable growth through the exercise of its functions.

8.2 SEStran is a statutory body, under the Transport (Scotland) Act 2005 and is tasked with producing a Regional Transport Strategy for South East Scotland.

8.3 The following statement sets out the steps that SEStran has taken in 2019/20 to promote and increase sustainable economic growth in the exercise of its functions. Further information on this and our work is contained in our Audited Annual Accounts and Annual Report for 2019/20.

8.4 In delivering against its published priorities in the revised Regional Transport Strategy, SEStran contributed to the Scottish Government's overall objectives and National Outcomes. During 2019/20 this work contributed to:

- Reducing the number of commuter journeys by single occupancy vehicles within the South East of Scotland
  - *In the financial year 2019/20, Tripshare SEStran contributed to 950.6 tonnes of CO2 reductions and 4.31 tonnes of NOx reductions.*
- Minimising the overall need for travel; overall by car.
  - *SEStran's Cycling Officer, continued to support Bikeability Local Authority Coordinators over this year. An annual increase in the number of pupils taking part was seen across the region. A Bikeability volunteer conference was held for the East of Scotland once more, to share best practice and participate in professional development and training to support delivery.*
  - *SEStran's GO e-Bike project continued to promote the use of e-bikes as an alternative to car use. Projects from the previous year continue to perform with staff business journeys at St. Andrews University, and community promotion through West Lothian Bike Library and CLEAR Buckhaven. GO e-Bike is expanded further with new hubs in Innerleithen with Tweeddale Youth Action, and in Granton with Socialbite Village. Continued development will see new sites in East Lothian and Midlothian as part of an onstreet bike share system.*
  - *SEStran's work in the development of cycle networks saw investment in projects ranging from feasibility to concept and detailed design. New projects were commissioned looking at: Ecclesmachan – Threemiletown; Bangour – Bathgate Hills; Dalkeith – Little France Park; Continue work on detailed design looked at; Kirkcaldy – Buckhaven, A955; Cameron Toll – Edinburgh BioQuarter, A7. Town realm placemaking designs were also completed in Alloa.*
- Maximising public transport provision and achieving public transport integration and intermodality.
  - *In 2019/20 SEStran carried out further publicity for the Thistle Assistance Programme via print media & Online advertising with a view to encouraging wider use of the card for those who would otherwise find it difficult to travel by public transport.*
  - *In December 2019 the Thistle Assistance branding was launched with a new website www.thistleassistance.com*
  - *In 2018 SEStran made a successful application to the Scottish Enterprises CanDo Innovation fund for £150,000 to run Phase One of a project to develop a journey planning and wayfinding mobile solution for People with mobility challenges. A competition was run, and five software developers were commissioned to research and produce proof of concepts for a Thistle Assistance Journey Planner. Each developer was engaged by SEStran with funding of £30,000 to undertake the work, this work was completed in December 2019.*
- Improving safety for all road and transport users
  - *SEStran's Equality Outcomes 2017 – 2021 were published. For example, there can be a fear of crime particularly when travelling alone on certain modes/routes of transport, particularly in terms of antisocial behaviour or sexual harassment of women on public*

transport and/or hate crime towards other groups. This can affect the frequency of travel for these groups and curtail their mobility so the RTPI system can play a part in increasing confidence, alongside our promotion of the Thistle Assistance Programme.

- Enhancing community life and social inclusion
  - *SEStran is involved in Transport Scotland's Hate Crime working group to implement a Hate Crime Charter for public transport. Following successful pilots in the SEStran region, the working group is looking to launch the Charter nationally.*
- Enhancing movement of freight, particularly by rail and other off-road modes
  - *SEStran continues to work with Edinburgh Napier University and ZEDIFY Logistics on the EU funded SURFLOGH project which aims to improve the commercial sustainability of last and first mile freight distribution and developing business models for urban freight hubs.*
  - *In 2019/20 the EU funded BLING project progressed with The Design Informatics team at the University of Edinburgh team supported by SEStran is prototyping ways to create Location Based Smart Contracts, the prototype called 'GeoPact' was successfully tested in December 2019. The next stage of the research will be to develop a Smart Contracts interface that can be easily use and adapted in the 'real world'.*
- Enhancing real time passenger information available for bus services in both urban and rural areas
  - *SEStran's RTPI system began in 2010 with the aim to tackle a declining bus patronage and make bus travel more predictable and reliable. In 2019/20 SEStran continued working with the City of Edinburgh Council to move towards a new Content Management System that will improve the public facing regional screen network.*
  - *Another qualitative point about RTPI is the safety aspect for women or elderly or other travellers, in that they know their bus is on the way and feel safer in the knowledge of how long they will wait and maybe making contact with people who are going to pick them up. There is an assurance factor as well re linking journeys and making connections*
  - *In March 2020 SEStran used the LEZ Public Transport Provision fund to provide grant aid for the purchase and reassignment costs of electronic ticket machines (ETMs) for Telford Coaches and Peter Hogg Coaches, further increasing RTPI provision with operators in the region.*

9. EFFICIENCY, EFFECTIVENESS AND ECONOMY

9.1 Section 32(1)(a) of the Act requires public bodies to publish a statement of the steps taken to improve efficiency, effectiveness and economy in the exercise of their functions.

9.2 The following statement sets out the steps that South-East of Scotland Regional Transport Partnership (SEStran) has taken in 2019/20 to improve its efficiency, effectiveness and economy in the exercise of its functions.

9.3 Supporting the principles of public sector reform, SEStran is aware of the overall need to ensure the delivery of public services as efficiently and effectively as possible.

9.4 In relation to the Scottish Government's National Outcome 16: *Our public services are high quality, continually improving, efficient and responsive to local people's needs*, we are committed to delivering services that are high quality, continually improving, efficient and responsive.

9.5 SEStran receives a total of £190,000 from its constituent councils.

9.6 In 2019/20 a grant of £250,000 was received from Transport Scotland Active Travel Fund and £200,000 from Sustrans.

9.7 In 2019/20 SEStran were involved with several European projects as follows:

- Bling
- Share-North
- Surflogh
- Regio-Mob
- PriMaaS

9.8 SEStran received £71,545 from the EU in relation to these projects.

9.9 In procurement, SEStran have continued to make use of the Public Contracts Scotland (PCS) portal, taking advantage of efficiencies associated with e-procurement. It is intended to continue to use available frameworks and PCS for procurement.

9.10 In the current economic climate, and with reduced resources, SEStran will continue to work with all involved in regional transport to ensure effective delivery of strategy, policy and projects that deliver the vision for the transport network of the South East of Scotland.

SESTRAN
Public Services Reform (Scotland) Act 2010 Information Account code 3531
Year ended 31st March 2020

1) Public Relations

Supplier	External costs - invoiced (net)	Internal Staff Costs	Supplier Total	Project
Witch Media	£900			**Advertising**
Witch Media	£900		**£1,800**	**Advertising**
Hillside Agency	£500			**Thistle Assistance**
Hillside Agency	£250			**Thistle Assistance**
Hillside Agency	£2,515			**Thistle Assistance**
Hillside Agency	£190			**Thistle Assistance**
Hillside Agency	£3,425			**Thistle Assistance**
Hillside Agency	£3,909			**Thistle Assistance**
Hillside Agency	£1,000			**Thistle Assistance**
Hillside Agency	£10,000		**£21,789**	**Thistle Assistance**
Stand	£920			**SEStran Brand Development**
Stand	£685		**£1,605**	**SEStran Brand Development**
Crannog Digital	£2,000			**SEStran website design**
Crannog Digital	£800		**£2,800**	**SEStran website design**
Holyrood Communications	£4,500		**£4,500**	**Magazine advertising**
Distinctive Publishing	£300		**£300**	**Magazine advertising**
Tactran	£699		**£699**	**RTP Chairs**
Passio	£2,480		**£2,480**	**Thistle Assistance**
Anderson & Vines	£667			**Banner Campaign**
Anderson & Vines	£1,999		**£2,666**	**Banner Campaign**
Highland News & Media Ltd	£2,400		**£2,400**	**Thistle Assistance**
Go Upstream	£10,000		**£10,000**	**Disability and Public Transport Workshops**
Seven Star Media Ltd	£700		**£700**	**Thistle Assistance**
Bauer	£3,922			**Thistle Assistance**
Bauer	£339		**£4,261**	**Thistle Assistance**
Chrisdonia	£150		**£150**	**BLING**
West Lothian Bike Library	£757		**£757**	**GO e-Bike**
Edinburgh Napier University	£33		**£33**	**SURFLOGH**
Hillside Outside	£1,500			**Active Travel**
Hillside Outside	£1,000			**Active Travel**
Hillside Outside	£12,500		**£15,000**	**Active Travel**

Total Net SEStran **£71,941**

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2020

2) Overseas Travel

Reason	Origin / Destination	Travel Costs	Subsistence	Accommodation	EU Contribution	Cost to SEStran
Share-North trip to Vinkeveen 02.07.19 - 05.07.19	Accommodation			£170.05	50%	£85.03
Bling trip to Amsterdam 17.04.19 - 18.04.19	Edinburgh - Amsterdam	£223.20			50%	£111.60
	Accommodation			£130.38	50%	£65.19
	Transport	£7.87			50%	£3.94
	Transport	£7.87			50%	£3.94
	Accommodation			£3.97	50%	£1.99
Share North trip to Amsterdam 02/07/19 - 08/07/19	Edinburgh - Amsterdam	£182.87			50%	£91.44
Bling trip to Gothenburg 16/06/19 - 19/06/19	Edinburgh - Gothenburg	£439.80			50%	£219.90
	Edinburgh - Gothenburg	£439.80			50%	£219.90
Surflogh trip to Groningen 13/06/19 - 16/06/19	Edinburgh - Amsterdam	£440.95			50%	£220.48
	Transport	£157.71			50%	£78.86
	Edinburgh - Amsterdam	£100.00			50%	£50.00
	Transport - Refund	-£125.37			50%	-£62.69
	Edinburgh - Amsterdam - Refund	-£13.00			50%	-£6.50
	Transport	£105.72			50%	£52.86
	Accommodation			£649.09	50%	£324.55
Bling trip to Gothenburg 16/06/19 - 19/06/19	Transport	£42.02			50%	£21.01
	Transport	£21.33			50%	£10.67
	Transport	£10.33			50%	£5.17
	Transport	£19.18			50%	£9.59
	Accommodation			£1,017.15	50%	£508.58
	Transport	£46.11			50%	£23.06
Primaas Trip to Aveiro 12/09/19 - 14-09/19	Accommodation			£378.18	85%	£56.73
	Edinburgh - London Gatwick - Porto	£156.52			85%	£23.48
	Edinburgh - London Gatwick - Porto	£46.42			85%	£6.96
	Porto - Edinburgh	£157.27			85%	£23.59
	Edinburgh - London Gatwick - Porto	£49.10			85%	£7.37
Regio - Mob trip to Kozani 20/10/19 - 24/10/19	Thesaloniki - Munchen - Edinburgh	£522.08			85%	£78.31
	Edinburgh - Amsterdam - Thesaloniki	£208.46			85%	£31.27
	Edinburgh - Amsterdam - Thesaloniki	£208.46			85%	£31.27
	Edinburgh - Amsterdam - Thesaloniki	£208.46			85%	£31.27
	Edinburgh - Amsterdam - Thesaloniki	£208.46			85%	£31.27
	Accommodation			£209.15	85%	£31.37
	Accommodation			£1,042.69	85%	£156.40
	Transport - Extra Luggage	£22.85			85%	£3.43
Bling trip to Oldenburg 04/11/19 - 06/11/19	Accommodation			£356.39	50%	£178.20
	Edinburgh - Bremen	£368.34			50%	£184.17
	Bremen - Edinburgh	£368.34			50%	£184.17
Share North trip to Gent 18/11/19 - 21/11/19	Edinburgh - Brussels	£232.88			50%	£116.44
	Accommodation			£262.27	50%	£131.14
	Accommodation			£238.85	50%	£119.43
	Edinburgh - Brussels	£212.28			50%	£106.14
	Transport	£64.85			50%	£32.43
Regio - Mob trip to Kozani 20/10/19 - 24/10/19	Transport	£148.78			85%	£22.32
	Transport	£55.41			85%	£8.31
Primaas Trip to Tampere 27/01/20 - 30/01/20	Helsinki - Edinburgh	£317.92			85%	£47.69
	Helsinki - Edinburgh	£103.10			85%	£15.47
	Edinburgh - Helsinki	£366.58			85%	£54.99
	Edinburgh - Helsinki	£366.58			85%	£54.99
	Accommodation			£380.99	85%	£57.15
	Accommodation			£380.99	85%	£57.15
	Edinburgh - Helsinki	£394.48			85%	£59.17
	Helsinki - Edinburgh	£65.20			85%	£9.78
Total Net SEStran						**£3,990.33**

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3) Hospitality & Entertainment

Supplier	Project / Service	Net Amount	Comments	EU Contribution	Cost to SEStran

Total Net SEStran **£0.00**

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4) External Consultancy

Supplier	Project / Service	Net Amount	Comments
Trivector	R17 SUSTAINABLE TRAVEL AWARENESS	592.89	Consulting Service TRavelVU)
Trivector	R17 SUSTAINABLE TRAVEL AWARENESS	11,250.00	Consulting Service TRavelVU)
Trivector	R17 SUSTAINABLE TRAVEL AWARENESS	2,659.28	Consulting Service TRavelVU)
Trivector	R17 SUSTAINABLE TRAVEL AWARENESS	5,100.00	Consulting Service TRavelVU)
WYG	R17 SUSTAINABLE TRAVEL AWARENESS	5,406.35	Display Screen Support
WYG	R17 SUSTAINABLE TRAVEL AWARENESS	4,403.00	Display Screen Support
WYG	R17 SUSTAINABLE TRAVEL AWARENESS	4,647.04	Display Screen Support
Not for Profit Planning	RESEARCH - DEVELOPMENT	600.00	DRT Brief
AECOM	URBAN CYCLE NETWORKS	19,072.08	Progress (February, March) of project
AECOM	URBAN CYCLE NETWORKS	15,645.28	Progress (April) of project
AECOM	URBAN CYCLE NETWORKS	5,433.47	Active Travel Link Kirkcaldy - Buckhaven
AECOM	ACTIVE TRAVEL FUND	12,504.77	Active Travel Link Kirkcaldy - Buckhaven
AECOM	ACTIVE TRAVEL FUND	10,707.39	Active Travel Link Kirkcaldy - Buckhaven
AECOM	ACTIVE TRAVEL FUND	10,549.61	Active Travel Link Kirkcaldy - Buckhaven
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Thistle Assistance Journey Planner
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Thistle Assistance Journey Planner
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Thistle Assistance Journey Planner
Therapy Box	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Development; Milestone 1
Therapy Box	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Development; Milestone 2
Therapy Box	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Development; Milestone 3
Damibu	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	SBRI - Personalised Navigation App
Damibu	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	SBRI - Personalised Navigation App
Damibu	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	SBRI - Personalised Navigation App
Ove Arup	URBAN CYCLE NETWORKS	10,000.00	Feasibility study
Ove Arup	URBAN CYCLE NETWORKS	14,467.50	Feasibility study
Ove Arup	URBAN CYCLE NETWORKS	16,975.00	SEStran Strategic Network
Ove Arup	URBAN CYCLE NETWORKS	16,975.00	SEStran Strategic Network
Ove Arup	URBAN CYCLE NETWORKS	16,975.00	SEStran Strategic Network
SYSTRA	RAIL STATIONS DEVELOPMENT	7,923.00	Newburgh Station Inception / Task 1
SYSTRA	RAIL STATIONS DEVELOPMENT	6,993.00	Newburgh Station Draft Case Revision
SYSTRA	RAIL STATIONS DEVELOPMENT	17,600.00	SEStran Demand Responsive Transport
Living Map	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Independent Journeys for All
Living Map	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Independent Journeys for All
Living Map	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Independent Journeys for All
Passio	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Assistance Innovate
Passio	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Assistance Innovate
Passio	THISTLE ASSISTANCE DEVELOPMENT	8,333.33	Assistance Innovate
Bewegen Technologies Inc	GO e-BIKE	8,355.64	Bicycles, Docks, Planning, Installation, Shipping
Bewegen Technologies Inc	GO e-BIKE	8,355.64	Bicycles, Docks, Planning, Installation, Shipping
Bewegen Technologies Inc	GO e-BIKE	8,355.64	Bicycles, Docks, Planning, Installation, Shipping
Bewegen Technologies Inc	GO e-BIKE	76,039.05	Bicycles, Docks, Planning, Installation, Shipping
Bewegen Technologies Inc	R17 SUSTAINABLE TRAVEL AWARENESS	29,093.56	Bicycles, Docks, Planning, Installation, Shipping
Steer Davies & Gleave Ltd	LEZ SUPPORT FUNDS	11,568.00	Professional Services

Total Net SEStran **£483,247.14**

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5) Payments in Excess of £25,000

Payee	Commodity / Service Description	Payment Date	Gross Amount	Comments
Hillside Agency	THISTLE ASSISTANCE DEVELOPMENT	03/09/2019	£600.00	
Hillside Agency	THISTLE ASSISTANCE DEVELOPMENT	19/11/2019	£300.00	
Hillside Agency	THISTLE ASSISTANCE DEVELOPMENT	10/12/2019	£2,987.00	
Hillside Agency	THISTLE ASSISTANCE DEVELOPMENT	08/01/2020	£228.00	
Hillside Agency	THISTLE ASSISTANCE DEVELOPMENT	09/01/2020	£4,110.00	
Hillside Agency	THISTLE ASSISTANCE DEVELOPMENT	04/02/2020	£4,690.80	
Hillside Agency	THISTLE ASSISTANCE DEVELOPMENT	12/03/2020	£1,200.00	
Hillside Agency	THISTLE ASSISTANCE DEVELOPMENT	16/04/2019	£12,000	£26,115.80
AECOM	URBAN CYCLE NETWORKS	16/04/2019	£22,887	
AECOM	URBAN CYCLE NETWORKS	02/05/2019	£18,774	
AECOM	URBAN CYCLE NETWORKS	22/10/2019	£6,520	
AECOM	ACTIVE TRAVEL FUND	18/12/2019	£15,006	
AECOM	ACTIVE TRAVEL FUND	04/03/2020	£12,849	
AECOM	ACTIVE TRAVEL FUND	18/03/2020	£12,660	£88,695.12
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	02/05/2019	£10,000	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	30/07/2019	£10,000	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	19/11/2019	£10,000	£30,000.00
Therapy Box	THISTLE ASSISTANCE DEVELOPMENT	09/05/2019	£10,000	
Therapy Box	THISTLE ASSISTANCE DEVELOPMENT	26/09/2019	£10,000	
Therapy Box	THISTLE ASSISTANCE DEVELOPMENT	19/11/2019	£10,000	£30,000.00
Damibu	THISTLE ASSISTANCE DEVELOPMENT	28/05/2019	£10,000	
Damibu	THISTLE ASSISTANCE DEVELOPMENT	25/07/2019	£10,000	
Damibu	THISTLE ASSISTANCE DEVELOPMENT	19/11/2019	£10,000	£30,000.00
Ove Arup	URBAN CYCLE NETWORKS	11/06/2019	£12,000	
Ove Arup	URBAN CYCLE NETWORKS	16/07/2019	£17,361	
Ove Arup	URBAN CYCLE NETWORKS	29/01/2020	£20,370	
Ove Arup	URBAN CYCLE NETWORKS	19/02/2020	£20,370	
Ove Arup	URBAN CYCLE NETWORKS	23/03/2020	£20,370	£90,471.00
SYSTRA	RAIL STATIONS DEVELOPMENT	19/06/2019	£9,508	
SYSTRA	RAIL STATIONS DEVELOPMENT	09/01/2020	£8,392	
SYSTRA	RAIL STATIONS DEVELOPMENT	18/03/2020	£21,120	£39,019.20
Tactran	CORE	28/08/2019	£108	
Tactran	CORE	09/10/2019	£699	£807.34
Living Map	THISTLE ASSISTANCE DEVELOPMENT	16/07/2019	£10,000	
Living Map	THISTLE ASSISTANCE DEVELOPMENT	16/07/2019	£10,000	
Living Map	THISTLE ASSISTANCE DEVELOPMENT	27/11/2019	£10,000	£30,000.00
Passio	THISTLE ASSISTANCE DEVELOPMENT	23/07/2019	£10,000	
Passio	THISTLE ASSISTANCE DEVELOPMENT	16/07/2019	£10,000	
Passio	THISTLE ASSISTANCE DEVELOPMENT	27/11/2019	£10,000	
Passio	EQUALITIES FORUM ACTIONS	08/01/2020	£2,976	£32,976.00
Bewegen Technologies Inc	GO e-BIKE	20/01/2020	£8,356	
Bewegen Technologies Inc	GO e-BIKE	20/01/2020	£8,356	
Bewegen Technologies Inc	GO e-BIKE	20/01/2020	£8,356	
Bewegen Technologies Inc	GO e-BIKE	11/10/2019	£76,039	
Bewegen Technologies Inc	GO e-BIKE / R17 SUSTAINABLE TRAVEL AW	10/10/2019	£29,094	£130,199.53
Cycling Scotland	URBAN CYCLE NETWORKS	04/04/2019	£12,888	
Cycling Scotland	R17 SUSTAINABLE TRAVEL AWARENESS	27/11/2019	£250	
Cycling Scotland	URBAN CYCLE NETWORKS	08/01/2020	£18,905	£32,043.00
Trapeze	CORE	23/07/2019	£56,073	£56,073.37
Onestop ITS	CORE	01/04/2019	2,035.08	
Onestop ITS	CORE	01/05/2019	2,035.08	
Onestop ITS	CORE	20/05/2019	6,374.09	
Onestop ITS	CORE	01/07/2019	2,139.48	
Onestop ITS	CORE	20/06/2019	21.00	
Onestop ITS	CORE	03/06/2019	2,557.08	
Onestop ITS	CORE	01/08/2019	2,139.48	
Onestop ITS	CORE	20/09/2019	19.16	
Onestop ITS	CORE	05/09/2019	£2,139	
Onestop ITS	CORE	20/11/2019	£2,218	
Onestop ITS	CORE	01/11/2019	£2,139	
Onestop ITS	CORE	02/12/2019	£2,139	
Onestop ITS	CORE	20/12/2019	£17	
Onestop ITS	CORE	02/01/2020	£2,215	
Onestop ITS	CORE	20/01/2020	£194	
Onestop ITS	CORE	20/03/2020	£103	
Onestop ITS	CORE	02/03/2020	£2,215	
Onestop ITS	CORE	20/03/2020	£18	
Onestop ITS	CORE	01/04/2020	£2,215	£32,932.64
East Lothian Council	URBAN CYCLE NETWORKS	27/08/2019	£108,375	£108,374.72
Liftshare	R17 SUSTAINABLE TRAVEL AWARENESS	08/01/2020	£29,105	£29,104.68
Electric Bikes Scotland Ltd	GO e-BIKE	30/04/2019	£46,709	
Electric Bikes Scotland Ltd	GO e-BIKE	03/09/2019	£105	£46,813.80
NHS Lothian	URBAN CYCLE NETWORKS	28/05/2019	£45,692	
NHS Lothian	URBAN CYCLE NETWORKS	28/05/2019	£21,808	£67,500.00
Conference Partners UK	EU SURFLOGH	06/06/2019	£9,360	
Conference Partners UK	EU BLING	15/10/2019	£2,400	
Conference Partners UK	EU SURFLOGH	15/10/2019	£12,014	
Conference Partners UK	EU SURFLOGH	26/02/2020	£1,513	£25,287.18
Ineo Systrans	RTPI - REVENUE CONTRIBUTION	11/04/2019	£28,203	£28,202.74

Total Net SEStran **£954,616**

6) Members or employees who received remuneration in excess of £150,000

Climate Change Duties Report

1. INTRODUCTION

1.1 The purpose of this report is to inform and update members about SEStran's responsibilities, as a public body, in relation to the Climate Change Act (Scotland) 2009.

2. BACKGROUND

2.1 In 2015, the Reporting on Climate Change Duties (Scotland) Order 2015 came into force, which required specified Public Bodies, including RTPs, to prepare annual reports on compliance with climate change duties under the Climate Change (Scotland) Act 2009.

2.2 This legislation is managed and coordinated on behalf of the Scottish Government by the Sustainable Scotland Network (SSN) team at the Edinburgh Centre for Carbon Innovation.

3. REPORTING RESPONSIBILITIES

3.1 SEStran has reported annual emissions figures since 2015 and implemented a range of policies to reduce the impact from the workings of the organisation.

3.2 For the reporting year 2019/20 SEStran has seen an increase to 17.1 tCO2e. A breakdown of emissions is detailed within the appended report.

3. RECOMMENDATIONS

3.1 The Board are invited to note the content of the report.

Peter Jackson
Active Travel Officer
November 2020

Appendix 1: SEStran Carbon Emissions Reporting

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	As detailed in **Appendix 1** of this report.

SEStran Carbon Emissions Reporting 2019-20

	Emission Source	Units	Emission Factor	Units	kg CO2e
41	Domestic Flight (average passenger)	passenger km	0.25355	kg CO2/passenger km	**375.73**
42	Short-haul flights (average passenger)	passenger km	0.15753	kg CO2/passenger km	**5,419.90**
44	Rail (National Rail)	passenger km	0.04115	kg CO2/passenger km	**434.46**
45	Car - diesel (average)	passenger km	0.17336	kg CO2/passenger km	**327.26**
46	Car - petrol (average)	passenger km	0.18084	kg CO2/passenger km	**648.71**
53	Bus (local bus, not London)	passenger km	0.12076	kg CO2/passenger km	**43.84**
54	Taxi (black cab)	passenger km	0.21176	kg CO2/passenger km	**61.72**
Other	Staff Travel to Work	km	various	kg CO2e/km	**9,785.21**
	Scope 1				**0.00**
	Scope 2				**0.00**
	Scope 3				**17,096.85**
	SEStran TOTAL			**Tonnes CO2e**	**17.1**

The table above illustrates SEStran carbon emissions for 2019-20 against the relevant reportable emission categories. Since the relocation of SEStran to Victoria Quay in 2016 no report is made for categories that would otherwise be included in the Scottish Government building report, i.e. categories 1,2,5,9,26 and 30.

SEStran has set a target to reduce business travel by 5% on an annual basis. The table below details the annual change since relocating to Victoria Quay.

Reporting Year	Tonnes CO2e	Percentage Change
2016-17	7.138	*First Year at VQ
2017-18	5.241	-27%
2018-19	7.227	+38%
2019-20	7.312	+1%

During 2019-20 there continued to be a range of working groups covering transport and planning, following from a busy 2018-19. A number of EU projects meetings and kick-offs contributed to higher levels of short haul flights, demonstrating the continuing breadth of

SEStran work. This year also secured further funding that added to the need for officers to travel domestically to attend meetings and workshops.

Emission Source	No of Trips	Travel Distance	Difference on 17-18
Domestic Flights	1	1482	/\ 258 km
Short-Haul Flights	10	34406	/\ 2834 km
Rail	69	16905	\/ 6347 km
Car	**	5475	/\ 985 km
Bus	26	363	\/ 268 km
Taxi	30	291	/\ 19 km
Cycle	***	960	/\ 827 km

** Use of personal vehicles is captured by mileage only and not by trip number.
*** Cycle distance includes SEStran e-bike business not capturing trip number.

There has been a shift in domestic travel patterns with less rail and bus usage, with an assumption that much of the cycle usage accounts for these trips. Other increases can be justified by the increase in project work as described earlier.

Staff Travel to Work

Staff travel to work is calculated on assumptions of normal staff travel patterns if working in the office. This takes account of annual leave, periods of absence, and prearranged days working from home. This results in an estimated emission total that will be higher than the actual total emission for this category.

The reporting period saw a number of changes in staff travel patterns, with a particular increase in rail, bus, and private car use. SEStran operates flexible working practices and promotes the sustainable travel hierarchy where appropriate but the nature of officers work will still require the need to travel and this may not facilitate an option for a target of reduced staff travel to work.

TOTALS	Emissions kg CO2e	Distance km
Car	8,988.37	50,753
Passenger	150.39	849
Rail	414.83	10,081
Bus	231.62	1,918
Cycle	0.00	8,971
Walk	0.00	191
TOTALS	**9,785.21**	**72,764**

Risk Register

1. INTRODUCTION

1.1 The purpose of this report is to provide the Partnership with its biannual update on the risk register, which is an integral part of SEStran's Risk Management Framework.

2. BACKGROUND

2.1 SEStran has employed a Risk Register to record, report and evaluate risks within the organisation since May 2008. All risks are reviewed regularly by the relevant staff and Appendix 1 to this report is the latest version SEStran Risk Register, highlighting the key risks.

2.2 The Risk Register was presented to Performance and Audit Committee at its meeting on 6th November for comment and these are reflected in the final Risk Register.

3. RECOMMENDATIONS

3.1 The Board are asked to note the contents of the report.

Angela Chambers
Business Manager
13th November 2020

Appendix 1: SEStran Risk Register

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None

Risk Number	Risk Detail	Risk Category	Gross Risk Assessment						Planned Response/Mitigation	Net Risk Assessment						Risk After Mitigation/Appetite for Risk	Date and Owner
			Probability		Impact		Risk Score			Probability		Impact		Risk Score			
R001	**Policy Appraisal:** Poor Quality Lack of consultation	Strategic	1	Remote	3	Moderate	3	Low	Advised by Government of relevant policy changes and Partnership Director and Officers regularly looking out for further policies and responding accordingly. Consultative forums also enable greater visibility and integration of local policies into regional strategy.	1	Remote	2	Minor	2	Low	**Low.** Partnership staff also continue to monitor their networks for relevant policy discussions. RTS re-write process underway. **Tolerate**	Ongoing Partnership Director
R002	**Project Appraisal and Delivery:** Incomplete or of poor quality Late Delivery	Reputational	2	Unlikely	4	Major	8	Medium	Monthly monitoring and management intervention by the project officer and oversight by the Programmes Manager.	2	Unlikely	3	Moderate	6	Low	**Low.** Regular monitoring and management/project team meetings provides all across the organisation with a clear view of progress and expenditure against budget. Regular reports presented to P&A Committee and Partnership Board, which have been revivsed to provide focused monitoring template. **Tolerate**	Ongoing Programmes Manager
R003	**Digital/IT:** Server failure Comms failure: phones Website	System and Technology	3	Possible	4	Major	12	Medium	SEStran has an up-to-date Management Plan for Business Continuity. IT/Wesbite maintained under contract. Both proactively managed by third parties.	3	Possible	2	Minor	6	Low	**Low.** Contracted IT consultants deliver IT services. Website contract includes security updates. Robust Information Security Policy in place with regular monitoring reports. GDPR compliant and Cyber Essentials Plus Accreditation achieved. **Tolerate**	Ongoing Business Manager
R004	**Reputation:** Regard by the public and stakeholders. Negative or inaccurate media coverage leading to misrepresentation of SEStran position	Reputational	3	Possible	3	Moderate	9	Medium	Good relationships with media. Quick response to negative or inaccurate coverage. Board members regulary updated on SEStran work successes and issues. Proactive placement of copy. Agreed broad media positions. Availability of Spokesperson - Senior staff only. No unauthorised media statements.	3	Possible	2	Minor	6	Low	Low. Partnership staff and Board Members continue to promote and advocate activities via speaking, writing or wider networking Continue to work closely with regional partners Tolerate	Ongoing Partnership Director
R005	**Statutory Duties:** Failure to adhere to duties described in legislation and related documentation	Legal and Regulatory	1	Remote	4	Major	4	Low	Quick response to negative or inaccurate coverage. Board members regulary updated on SEStran work successes and issues.	1	Remote	2	Minor	2	Low	**Low.** Regular monitoring and programming of statutory duties is undertaken by the Partnership Director, Senior Partnership Manager and Business Manager. Audited by third parties. **Tolerate**	Ongoing Partnership Director
R006 6.0	**Financial:** Significant deviation from budgeted spend	Financial	2	Unlikely	3	Moderate	6	Low	The Partnership's Financial Rules do not permit the Partnership's spending (whether revenue or capital) to exceed its available budget. Budget and spend is monitored on a monthly basis by SEStran officers, using financial information provided by City of Edinburgh Council (CEC) through the Partnership's Financial Services Service Level Agreement with CEC and supported by qualified accounting staff of CEC. Action is taken by Partnership officers to develop alternative savings measures, including options for development of contingency arrangements, if required and subject to approval by the Partnership. The Partnership's Financial Rules require reporting of financial performances to the Partnership Board on a quarterly basis.	1	Remote	2	Minor	2	Low	**Low**. Transport (Scotland) Act 2019 includes section on RTPs carrying reserves. **Tolerate**	November 2020 Partnership Director
6.1	The approved budget for 2020/21 assumes provision for a pay award of 3%, based on alignment with the Scottish Government's public sector pay offer. A 1% increase in pay award uplift equates to an increase in cost of approximately £4,911.	Financial	4	Probable	1	Insignificant	4	Low	Alignment with Scottish Local Government pay policy	4	Probable	1	Insignificant	4	Low	**Low** **Tolerate**	November 2020 Partnership Director

6.2	Staff recharges - externally funded projects: 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	Financial	5	Highly Probable	3	Moderate	15	High	Any shortfall in employee recharges will be managed through corresponding reductions in Projects Budget expenditure. In 2020/21, externally-funded projects represent 38% of the approved budget.	4	Probable	2	Minor	8	Medium	**Medium**: Other funding sources will continue to be pursued. **Tolerate**	November 2020 Partnership Director
6.3	Inflation: There is a risk that the approved budget does not adequately cover price inflation and increasing demand for services.	Financial	3	Possible	4	Major	12	Medium	When setting the revenue budget, allowance made for specific price inflation and budgets adjusted in line with current cost forecasts.	3	Possible	4	Major	12	Medium	**Medium** **Tolerate**	November 2020 Partnership Director
6.4	Delays in payment of external grants results in additional short-term borrowing costs.	Financial	3	Possible	2	Minor	6	Low	SEStran grant claims for projects are submitted in compliance with grant funding requirements to ensure minimal delay in payment. Ongoing monitoring of cash flow is undertaken to manage exposure to additional short-term borrowing costs.	3	Possible	1	Insignificant	3	Low	**Low:** Grant submission procedures in place, along with financial planning. **Tolerate**	November 2020 Partnership Director
6.5	Sources of additional income to the Partnership may become constrained in the current economic climate and/or due to changes in operating arrangements.	Financial	4	Probable	3	Moderate	12	Medium	Active Travel funding a high priority for Government with funds consistently available to bid for. Revenue budget for 2020/21 developed to take account of most likely level of external income in 2020/21.	4	Probable	3	Moderate	12	Medium	**Medium** **Tolerate:** Adapt expenditure accordingly	November 2020 Partnership Director
6.6	Funding reductions: Future reductions in core funding from Scottish Government and/or council requisitions. This could result in difficulty in delivering statutory obligations/duties.	Financial	3	Possible	4	Major	12	Medium	The Partnership will continue to source and develop external funding. Working with the Scottish Government on a regional response to the pandemic should increase likelihood of funding remaining constant if not increasing.	3	Possible	4	Major	12	Medium	**Medium** **Tolerate**: Manage organisation in accordance with available funding but ability of organisation to deliver RTS objectives will inevitably be dictated by available funding. Scottish Government now promoting 3 year budget process, providing more certaintity for future planning.	November-2020 Partnership Director
6.7	The deficit on the staff pension fund could lead to increases in the employers pension contribution	Financial	4	Probable	3	Moderate	12	Medium	Following the Lothian Pension Fund Triennial Acturial Review of 2017, Partnership contribution rates have been advised until 2020/21. Planning assumptions will be updated when the outcome of the 2020 Actuarial Review is available.	4	Probable	3	Moderate	12	Medium	**Medium** **Tolerate**	November 2020 Partnership Director
6.8	Current staffing levels cannot be maintained due to funding constraints and the Partnership incurs staff release costs	Financial	3	Possible	4	Major	12	Medium	The Partnership continues to seek additional sources of funding for activities aligned to the Partnership's objectives to supplement resources Recruitment control measures in place. Additional resources can be managed through consultancy as required.	3	Possible	4	Major	12	Medium	**Medium:** Other funding sources will continue to be pursued. **Tolerate**	Ongoing Partnership Director
6.9	Following the outcome of the EU Referendum, the Partnership is unable to access EU funding.	Financial	5	Highly Probable	3	Moderate	15	High	The Partnership continues to seek alternative funding sources to progress knowledge exchange/transfer.	4	Probable	3	Moderate	12	Medium	**Medium** **Tolerate:** Adapt expenditure accordingly Currently involved in 6 EU projects, the completion of which are underwritten by the UK Treasury.	Ongoing Partnership Director
R007	**HR:** Pension Liabilities Redundancy Contingency Inappropiate Behaviour Staffing/Incapacity	People	3	Possible	3	Moderate	9	Medium	SLA in place until May 2022 with Falkirk Council to provide specialist HR advice as required and is under regular review. Legal advice is provided, when required, through a framework contract, which is in place until August 2023	1	Remote	2	Minor	2	Low	**Low** **Tolerate**	May 2022 Partnership Director
R008	**Corporate:** Regional Governance Review.	Strategic	4	Probable	4	Major	16	High	NTS2 Roles and Responsibilities Working Group have made recommendations which are currently being considered by Transport Scotland. Discussions ongoing with Transport Scotland who have indicated they are receptive to enhanced role for RTPs during current phase of lockdown release. Joint RTPs paper submitted to Transport Scotland May 2020. NTS2 Roles and Responsibilities WG resumed meetings in September 2020 to consider regional governance arrangements	4	Probable	4	Major	16	High	**High:** **Seek to resolve**	Ongoing Partnership Director

R009	**Other Funding Sources:** Impact on learning and funding	**Financial**	5	**Highly Probable**	3	**Moderate**	15	**High**	The Partnership has sought to engage in as many relevant EU projects and funds as it can whilst UK authorities are allowed to access these funds. This should mitigate the short-term impact of any EU Exit negotiated and implemented. Timescales for effective exit remain unclear The Partnership has a proven track record in securing funding for relevant projects from the UK and other partners. It is anticipated that this will continue.	5	**Highly Probable**	2	**Minor**	10	**Medium**	**Medium:** The risk remains as there is significant uncertainty around the medium (3-5year) horizon for access to funds. Opportunity for renewed collaborative working with EU following Brexit to be explored. SEStran continuing to be accepted as partners in EU funded projects. EU projects secured for further 3 years, with possible extension to two projects. Other funding applications will be made when available. **Tolerate**	Ongoing Partnership Director
R010 10.1	**Governance:** Succession Planning Business Continuity	**People**	3	**Possible**	3	**Moderate**	9	**Medium**	Governance Scheme contains adequate provision to deal with senior officer absence. Staff structure and Business Continuity Plan in place. Senior Partnership Manager appointed.	2	**Unlikely**	2	**Minor**	4	**Low**	**Low** **Tolerate**	November 2020 Partnership Director
10.2	Local Government Elections in May 2022 coincides with end of term of NCM's Risk of lack of continuity and loss of expertise.	**People**	3	**Possible**	3	**Moderate**	9	**Medium**	Early arrangements for reappointment/recruitment of NCMs	2	**Unlikely**	2	**Minor**	4	**Low**	**Low** **Tolerate**	November 2021 Partnership Director
R011	**Third party Service Level Agreements:** Failure or inadequacy of service	**People**	2	**Unlikely**	2	**Minor**	4	**Low**	Service Level Agreements in place for Financial Services, HR, Legal and Insurance services. Reviewed annually by senior officers. Subject to independent audit scrutiny.	2	**Unlikely**	2	**Minor**	4	**Low**	**Low** **Tolerate**	November 2021 Partnership Director
RO12	**Pandemic / Epidemic:** Interruption of normal service/inability to deliver functions. Financial impact of crisis on sources of funding. New functions can't be met from existing resource	**Strategic**	2	**Unlikely**	5	**Catastrophic**	10	**Medium**	Regular contact with officials of both Transport Scotland and consituent councils to map a way forward. Current functions can be delivered by working from home. New functions can be met through consultancy support.	2	**Unlikely**	3	**Moderate**	6	**Low**	**Low** An ongoing risk (realised in March 2020) remains for future spikes of Covid-19 or other outbreaks **Tolerate**	Ongoing Partnership Director

Risk Number	Risk Detail	Risk Category	Gross Risk Assessment						Planned Response/Mitigation	Net Risk Assessment						Risk After Mitigation/Appetite for Risk	Date and Owner
			Probability		Impact		Risk Score			Probability		Impact		Risk Score			
R005 5.1	Restricted ability to undertake RTS re-write: Inadequate senior staff resourcing available due to continued absence of Partnership Director	Strategic	4	Probable	3	Moderate	12	Medium	Resolve absence as soon as possible and appoint external resources as required.	2	Unlikely	2	Minor	4	Low	Partnership Director appointed May 2019. Funds identified for RTS re-write	June 2019 **CLOSED**
6.9	Accommodation: Occupancy Agreeement with SG due for renewal February 2019. SG may not renew and alternative premises required at market rates.	Financial	3	Possible	3	Moderate	9	Medium	A notice period of 12 months must be served by each party under the current occupancy agreement. Occupancy Agreement renewed until February 2022.	3	Possible	3	Moderate	9	Medium		June 2019 **CLOSED**
6.10	ECOMM: Agreement to commit to ECOMM on the basis of being cost neutral. Income depends on number of delegates attending conference.	Financial	3	Possible	3	Moderate	9	Medium	SEStran withdrew offer to host ECOMM due to uncertaintity over Brexit and subsequent impact on attendance at the conference.	3	Possible	2	Minor	6	Low		June 2019 **CLOSED**

Likelihood		Severity		Risk Score		At Risk
1	Remote	1	Insignificant	1	Low Risk	System and Technology
2	Unlikely	2	Minor	2		Reputational
3	Possible	3	Moderate	3		Strategic
4	Probable	4	Major	4		Financial
5	Highly Probable	5	Catastrophic	5		Governance
				6		Specific Operational
				8	Medium Risk	External
				9		Legal and Regulatory
				10		People
				12		Physical
				15	High Risk	
				16		
				20		
				25		

Impact				
Descriptor	**Score**	**Health and Safety Impact**	**Impact on Service and Reputation**	**Financial Impact**
Insignificant	1	No injury or no apparent injury.	No impact on service or reputation. Complaint unlikely, litigation risk remote.	Loss/costs up to £5000.
Minor	2	Minor injury (First Aid on Site)	Slight impact on service and/or reputation. Complaint possible. Litigation possible.	Loss/costs between £5000 and £50,000.
Moderate	3	Reportable injury	Some service distruption. Potential for adverse publicity, avoidable with careful handling. Complaint expected. Litigation probable.	Loss/costs between £50,000 and £500,000
Major	4	Major injury (reportable) or permanent incapacity	Service disrupted. Adverse publicity not avoidable (local media). Complaint expected. Litigation expected.	Loss/costs between £500,000 and £5,000,000.
Catastrophic	5	Death	Service interrupted for significant time. Adverse publicity not avoidable (national media interest.) Major litigation expected. Resignation of senior management/directors.	Theft/loss over £5,000,000

Likelihood		
Descriptor	Score	Example
Remote	1	May only occur in exeptional circumstances.
Unlikely	2	Expected to occur in a few circumstances.
Possible	3	Expected to occur in some circumstances.
Probable	4	Expected to occur in many circumstances.
Highly Probable	5	Expected to occur frequently and in most circumstances.

Impact					
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable

Maintain existing measures in place.
Review control measures. Even if the risk is low, there may be things that can be done to bring the risk rating down to minimal.
Improve control measures. If the Rating Action Band is greater than 3 or 4 then a review of the exisiting safety/control measures needs to be done, where
Improve control measures immediately and consider stopping work activity until risk is reduced.

Response to Consultation on the draft Regional Transport Strategy for Nestrans

1. INTRODUCTION

1.1 This report advises the Board on the consultation response to the draft Regional Transport Strategy for North East Scotland – Nestrans 2040.

2. Background to the Consultation

2.1 Nestrans is the Transport Partnership for Aberdeen City and Shire. Nestrans has spent the last year working with their members, partners, stakeholders and the public to produce a draft strategy. The draft strategy was been informed by this engagement, option appraisal work, and looking at best practice from elsewhere.

2.2 A 10-week consultation concluded on 16th October 2020. The draft Strategy was supported by a Strategic Environmental Assessment, an Equalities Impact Assessment which included an assessment of health inequalities and a Fairer Scotland Duty Assessment. A Strategic Transport Appraisal was also included to support the draft strategy

2.3 The consultation exercise took place online and used an excellent virtual exhibition web page which presented and gave access electronically to the many supporting documents in a simple and easy to follow way. Finally, a questionnaire containing 16 questions about a number of key elements of the draft strategy was accessible through the website for comments to be made.

3. Discussion

3.1 The Nestrans draft strategy outlines the following vision:

To provide a safer, cleaner, more inclusive and accessible transport system in the North East, which contributes to healthier, more prosperous and fairer communities.

In support of this vision, the draft strategy has been developed under four equal and overlapping pillars

Equality – Promoting equality across the North East
Climate – Reducing our impact on climate change and protecting the environment
Prosperity – Helping the North East economy prosper
Well-being – Improving health and well-being across the North East

Sitting within the framework of these pillars are six key priorities which set the tone and direction of the strategy overall. These have been developed to relate to each of the four pillars and to provide a clear statement of intent on what the strategy is aiming to achieve. These priorities are:

- Improved journey efficiencies to enhance connectivity
- Zero fatalities on the road network
- No exceedances of World Health Organisation (WHO) safe levels of emissions from transport
- Significantly reduced carbon emissions from transport to support net zero by 2045
- Accessibility for all
- A step change in public transport and active travel enabling a 50:50 mode split between car driver and sustainable modes.

3.2 The draft strategy also identifies 18 different policy headings and a number of outcomes and actions associated with each of these policy areas to enable delivery of the strategy into the future.

3.3 SEStran note that the vision, pillars and key priorities are consistent with the aims of the second National Transport Strategy and support the policies and direction outlined by the draft strategy. The formal comments to the questionnaire are content in Appendix 1 of this report.

4. Recommendation

4.1 It is recommended that the Board note the response to the consultation on the Nestrans draft Regional Transport Strategy as set out in Appendix 1.

Jim Stewart
Strategy and Projects Officer
13th November 2020

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None

East Lothian Council ClimatEvolution Response

1. Introduction

1.1 This report provides the Members of the Board with an update on the SEStran response to the ClimatEvolution consultation which closed in September 2020.

2. ClimatEvolution

2.1 The ClimatEvolution is a proposed strategy and action plan for East Lothian which covers the development of land and tackles climate change through a vision for placed-based climate resilience projects. The strategy can be viewed here: https://eastlothianconsultations.co.uk/housing-environment/climatevolution/supporting_documents/191381_Strategy%20and%20Action%20Plan%20Report%20v4_200514.pdf

2.2 The SEStran response is in the following appendix which supports the measures and ambition laid out in the strategy in order to tackle climate change in this part of the region.

3. Recommendation

3.1 The Board is asked to note the terms of the consultation response.

Peter Jackson
Active Travel Officer
10th November 2020

Appendix: ClimatEvolution – SEStran response 30th September 2020

Appendix

Item 5.1 ClimatEvolution – SEStran response 30th September 2020

Theme 1 – Access and Movement

SEStran fully support the projects set out within this theme that encourage sustainable travel options, enhanced opportunities for active travel, and overarching reduced need to travel by private car. East Lothian Council's proposals fit within the SEStran Strategic Network Study produced in 2020, creating a regional network of active travel routes. SEStran commends the aspirations to create a network of active travel routes to suit all users (commuter/functional/leisure) and additionally providing linkages North to South in the area. SEStran supports the proposal for Gateways that provided integrated transport links, having completed a regional Mobility Hub study in 2020.

In addition to the modes mentioned under this theme, SEStran would like to emphasise the role for shared mobility (car clubs and bike-sharing) to help reduce car dependency and complement other more sustainable transport modes. Their systematic integration into the existing transport network through the implementation of Mobility Hubs (such as at village hubs or at new housing developments, where daily journeys start) has potential to significantly contribute to East Lothian Council's transport objectives, such as around climate change and reducing transport related emissions. Further research on the cost-benefit of shared mobility (car clubs and carsharing) as well as urban form and modal shift, as opposed to other measures to achieve CO2 emissions savings, can be found through the following link: https://link.springer.com/article/10.1186/s40309-018-0151-y

SEStran would like to highlight an opportunity that has not been mentioned within this theme. As the development of an integrated network progresses consideration must be given to freight movement and the potential to consolidate and further reduce vehicle movements. This could be through the development of freight hubs much like the gateways or within residential developments themselves with smart lockers or parcel points to reduce repeated logistics trips, showing the potential integration with mobility hubs. SEStran has been part of an EU research project SURFLOGH which has investigated aspects of first and last mile logistics and freight consolidation. SURFLOGH demonstrates an approach that is commercially viable and easily replicated in other parts of the region.

Smaller volume and shorter distance freight movements driven by the macro online/internet shopping trend are an increasingly important component of the logistics mix, an importance that has only been heightened by the current Covid-19 pandemic and resultant lockdown. If the main transport mechanism for the 'urban' logistics movements remains the 'white van' powered by an internal combustion engine (ICE) then as the volume of business grows the negative externalities (congestion & emissions) will also grow.

In order to build a more sustainable transport system an understanding of when and how businesses and consumers can be encouraged to switch to more sustainable modes of freight transport is extremely important to transport policy development. This not only relates to focusing on the last mile but also presents opportunities to examine the potential to produce modal shift from earlier stages in the supply chain, and thereby utilising the first mile as the only mile.

Theme 2 – The Water Environment

SEStran fully support the proposal for an integrated network of active travel routes that allows integration with wetlands and traffic free leisure routes in the area. SEStran recognise the link between transport, land-use planning, and need to build greater resilience towards flooding I.e. considering drainage at new housing developments, and accounting for floods (room for water) when building roads/developing urban form.

Theme 3 – Culture, Heritage and Leisure

SEStran fully support the proposal for an integrated network of active travel routes that allows access to all facilities in the area.

Theme 4 – Greenspace and Biodiversity

SEStran fully support the proposal for better use of green and blue infrastructure as part of active travel routes and the investigation of increased biodiversity along road corridors to build climate resilience.

Theme 5 – Strong communities, Regeneration and Enterprise

SEStran fully support the proposal for an integrated network of active travel routes that allow access to all facilities and enterprise opportunities in the area, for all user groups. This should be integrated with access to shared mobility options in aeras of depravation.

Develop community 'freight & business hubs' that focus on combining the SURFLOGH ideas of micro consolidation centres, locker systems, cargo bike logistics and locally/community focused networks, hence linking up speciality local businesses with a wider community focused clientele, with the ability to offer a range of local produce delivered in one package.

Response to Consultation on a Review of the Highway Code

1. INTRODUCTION

1.1 This report advises the Board on the UK Government's consultation on a review of the Highway Code, and the final response submitted, following consultation with Members.

2. Background to the Consultation

2.1 In 2018, the UK Government published the Cycling and Walking Investment Strategy Safety Review Call for Evidence. As part of the UK Government's own response to this document, it determined to carry out a review of some of the provisions of the Highway Code. That review resulted in a Consultation on proposed changes, which closed on 28th October.

2.2 The Consultation stresses that this is not a wholescale review of the Code. In particular, other current developments, such as micromobility vehicles, including e-scooters, may require further changes.

2.3 The current review focuses on giving enhanced priority to 'vulnerable road users,' said to include: 'pedestrians, particularly children, older adults and disabled people, cyclists and horse riders.' The main changes proposed focus on:

- introducing a hierarchy of road users which ensures that those road users who can do the greatest harm have the greatest responsibility to reduce the danger or threat they may pose to others
- clarifying existing rules on pedestrian priority on pavements, and that drivers and riders should give way to pedestrians crossing or waiting to cross the road,
- establishing guidance on safe passing distances and speeds when overtaking cyclists or horse riders, and ensuring that they have priority at junctions when travelling straight ahead.

The Consultation on the proposed changes ran from 28th July until 28th October this year. A draft response was prepared for approval at the 25th September Board. However, its postponement meant the response had to be submitted in advance of the rescheduled date. Members were consulted on the response, and comments submitted were taken into account as far as possible.

3. The Hierarchy of Road Users

3.1 The main principles of the change are set out in Section 1 of the consultation document, which outlines that there should be a hierarchy of road users. Whilst this is not designed to give priority to pedestrians, cyclists and horse riders in every situation, the intention is to 'ensure a more mutually respectful and considerate culture of safe and effective road use that benefits all users.'

3.2 In order to do this, the Government proposes to insert three new rules to the Introduction to the Code, stressing the Hierarchy of Road Users. These rules are reproduced at Appendix 1.

4. Discussion

4.1 For some, the proposed changes do not go far enough, as they will not have the force of law. However, the changes themselves are in general in line with SEStran's policy position of supporting cycling, walking, and wheeling, as expressed in the RTS and elsewhere.

4.2 The proposed introduction of a 'hierarchy' of road users is in general welcome, and helps to underline the extra care that less vulnerable road users should take.

4.3 Rule H2 introduces a new concept: drivers should wait before turning into or out of junctions for pedestrians to cross. Whilst this is welcome, it is a change to current behaviour and the response suggests this change be well publicised, and shown in the Code with diagrams as well as the text. The wording could also be improved on, as suggested in the response.

4.4 The remainder of the changes elsewhere in the Code support the basic principles of the Hierarchy, and are in general easy to follow. The drafters of the changes have also taken the chance to update the Code to reflect things like new types of crossing, the increased prevalence of 20 mph speed limits, and improvements to technology such as in-car audible warning systems.

4.5 The main areas where it is felt the wording could be improved, or the revisions are unhelpful, concern giving way on a zebra crossing; the suggestion of cyclists' positioning on the roads (see Rule 72 proposals); and some of the consequential changes to rules for cyclists.

5. Recommendation

5.1 It is recommended that the Board note the response to the UK Government's ongoing consultation on a review of the Highway Code set out at Appendix 2, submitted under delegated powers after consultation with the Members.

Andrew Ferguson
Consultant to SEStran
12th November 2020

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None

Appendix 1: The three new Hierarchy Rules

The aim of The Highway Code is to promote safety on the road, whilst also supporting a healthy, sustainable and efficient transport system

Hierarchy of Road Users: The 'Hierarchy of Road Users' is a concept which places those road users most at risk in the event of a collision at the top of the hierarchy. The road users most likely to be injured in the event of a collision are pedestrians, in particular children, older adults and disabled people, followed by cyclists, horse riders and motorcyclists. The hierarchy does not remove the need for everyone to behave responsibly. The following H rules clarify this concept

Rule H1: It is important that ALL road users are aware of The Highway Code, are considerate to other road users and understand their responsibility for the safety of others.

Everyone suffers when road collisions occur, whether they are physically injured or not. But those in charge of vehicles that can cause the greatest harm in the event of a collision bear the greatest responsibility to take care and reduce the danger they pose to others. This principle applies most strongly to drivers of large goods and passenger vehicles, followed by vans/minibuses, cars/taxis and motorcycles.

Cyclists, horse riders and horse drawn vehicles likewise have a responsibility to reduce danger to pedestrians. Always remember that the people you encounter may have impaired sight, hearing or mobility, and may not be able to see or hear you.

None of this detracts from the responsibility of all road users, including pedestrians, cyclists and horse riders, to have regard for their own and other road users' safety.

Rule H2: Rule for drivers, motorcyclists, horse riders and cyclists

At a junction you should give way to pedestrians crossing or waiting to cross a road into which or from which you are turning.

You MUST give way to pedestrians on a zebra crossing, and pedestrians and cyclists on a parallel crossing.

You should give way to pedestrians waiting to cross a zebra crossing, and pedestrians and cyclists waiting to cross a parallel crossing.

Horse riders and horse drawn vehicles should also give way to pedestrians on a zebra crossing, and pedestrians and cyclists on a parallel crossing.

Pedestrians have priority when on a zebra crossing, on a parallel crossing or at light controlled crossings when they have a green signal.

Cyclists should give way to pedestrians on shared use cycle tracks. Only pedestrians may use the pavement. This includes people using wheelchairs and mobility scooters. Pedestrians may use any part of the road and use cycle tracks as well as the pavement, unless there are signs prohibiting pedestrians.

Laws TSRGD Schedule 14 part 1 and part 5 and HA 1835 sect 72 & R(S)A 1984, sect 129

Rule H3: Rule for drivers and motorcyclists

You should not cut across cyclists going ahead when turning into or out of a junction or changing direction or lane, just as you would not turn across the path of another motor vehicle. This applies whether cyclists are using a cycle lane, a cycle track, or riding ahead on the road and you should give way to them.

Do not turn at a junction if to do so would cause the cyclist going straight ahead to stop or swerve, just as you would do with a motor vehicle.

You should stop and wait for a safe gap in the flow of cyclists if necessary. This includes when cyclists are:

- approaching, passing or moving off from a junction
- moving past or waiting alongside stationary or slow-moving traffic
- travelling around a roundabout

Changes to The Highway Code: improving safety for cyclists, pedestrians and horse riders

Introduction

Thank you for responding to our consultation on The Highway Code. Your views will assist in helping us to update The Highway Code to improve safety for cyclists, pedestrians and horse riders.

We suggest you read the full consultation document which contains the background information and proposals in full.

The closing date for this interim review of The Highway Code consultation is 11:59pm on 27 October 2020.

Print or save a copy of your response

When you get to the end of this questionnaire, you will be offered the chance to either print or save a copy of your response for your records. This option appears after you press 'Submit your response'.

Save and continue option

You have an option to 'save and continue' your response at any time. If you do that you will be sent a link via email to allow you to continue your response where you left off.

It's very important that you enter your correct email address if you choose to save and continue. If you make a mistake in the email address you won't receive the link you need to complete your response.

Confidentiality and data protection

The Department for Transport (DfT) is running this consultation on The Highway Code as part of its Cycling and walking safety review. Your views will assist in helping us to update The Highway Code to improve safety for cyclists, pedestrians and horse riders. The consultation will run until midnight on 27 October 2020.

Your consultation response and the processing of personal data that it entails is necessary for the exercise of our functions as a government department. Any information you provide that allows individual people to be identified, including yourself, will be protected by data protection law and DfT will be the controller for this information.

DfT's privacy policy has more information about your rights in relation to your personal data, how to complain and how to contact the Data Protection Officer.

In this consultation we're asking for:

- your name and email address, in case we need to ask you follow-up questions about your responses (you do not have to give us this personal information, but if you do provide it, we will use it only for the purpose of asking follow-up questions)

- whether you are representing an organisation and, if so, the name of that organsiation

Additionally as an individual we are asking for your main method of travel in order to better understand how your:

- opinions may be influenced towards

- situation may be affected by

the changes to The Highway Code.

Your information will be kept securely and destroyed within 12 months after the closing date. Any information provided through the online questionnaire will be moved to our internal systems within 2 months of the funding period end date.

Your details

Your (used for contact details only):

name? Andrew Ferguson
email? andrew.ferguson@sestran.gov.uk

Are you responding: *

☐ as an individual? (Go to main method of travel section)
√ on behalf of an organisation?

Organisation details

What is the name of your organisation?

South East Scotland Transport Partnership (SEStran)

(Go to The Highway Code review)

Main method of travel

Do you identify mainly as a:

- [ ] vehicle driver?
- [ ] motorcyclist?
- [ ] cyclist?
- [ ] pedestrian?
- [ ] mobility scooter user?
- [ ] horse rider?
- [√] other?

SEStran is a statutory partnership created by the Transport (Scotland) Act 2005. Its principal function is to create a Regional Transport Strategy for the region. The current Main Issues Report on the Strategy can be viewed at: https://sestran.gov.uk/publications/sestran-rts-main-issues-report/

The Highway Code review

This interim review of The Highway Code focusses on:

- cyclists
- pedestrians
- horse riders

It is specifically considering:

- overtaking
- passing distances
- cyclist and pedestrian priority at junctions
- opening vehicle doors
- responsibility of road users

There are 3 main changes that are being proposed through this consultation:

1. introduction of a hierarchy of road users which ensures that those road users who can do the greatest harm have the greatest responsibility to reduce the danger or threat they may pose to others
2. clarifying existing rules on pedestrian priority on pavements and that drivers and riders should give way to pedestrians crossing or waiting to cross the road
3. establishing guidance on safe passing distances and speeds when overtaking cyclists or horse riders, and ensuring they have priority at junctions when travelling straight ahead

Hierarchy of road users

Rule H1 of The Highway Code establishes a hierarchy of road users which ensures that those road users who can do the greatest harm have the greatest responsibility to reduce the danger or threat they may pose to other road users.

The hierarchy places vulnerable road users before motorised vehicles so the top of the hierarchy would therefore be:

1. pedestrians, in particular children, older adults and disabled people
2. cyclists
3. horse riders
4. motorcyclists

The objective of Rule H1 is not to give priority to pedestrians, cyclists and horse riders in every situation, but rather to ensure a more mutually respectful and considerate culture of safe and effective road use that benefits all users. This does not detract from the requirement for everyone to behave responsibly.

The proposed new text is:

"It is important that ALL road users are aware of The Highway Code, are considerate to other road users and understand their responsibility for the safety of others.

Everyone suffers when road collisions occur, whether they are physically injured or not. But those in charge of vehicles that can cause the greatest harm in the event of a collision bear the greatest responsibility to take care and reduce the danger they pose to others. This principle applies most strongly to drivers of large goods and passenger vehicles, followed by vans/minibuses, cars/taxis and motorcycles.

Cyclists, horse riders and horse drawn vehicles likewise have a responsibility to reduce danger to pedestrians.

Always remember that the people you encounter may have impaired sight, hearing or mobility, and may not be able to see or hear you.

None of this detracts from the responsibility of all road users, including pedestrians, cyclists and horse riders, to have regard for their own and other road users' safety."

Do you agree with the introduction of new Rule H1?

√ Yes (Go to Hierarchy of users wording)

☐ No

☐ Don't know? (Go to Hierarchy of users wording)

Disagree with hierarchy of users

Why not?

Hierarchy of users wording

Is the proposed wording easy to understand?

√ Yes (Go to clarification of right of way and stronger priorities for pedestrians)

☐ No

☐ Don't know? (Go to clarification of right of way and stronger priorities for pedestrians)

Disagree with hierarchy of users wording

Why not?

Clarification of right of way and stronger priorities for pedestrians

Rule H2 clarifies where pedestrians have right of way and creates clearer and stronger priorities for pedestrians, particularly at junctions. It seeks to emphasise where road users:

- SHOULD give way to pedestrians crossing a road
- MUST give way to pedestrians on a zebra crossing, and pedestrians and cyclists on a

parallel crossing

It introduces a new obligation for drivers and riders to give way to pedestrians waiting to cross a junction (side road), or zebra crossing.

The proposed new text is:

"Rule for drivers, motorcyclists, horse riders and cyclists

At a junction you should give way to pedestrians crossing or waiting to cross a road into which or from which you are turning.

You MUST give way to pedestrians on a zebra crossing, and pedestrians and cyclists on a parallel crossing.

You should give way to pedestrians waiting to cross a zebra crossing, and pedestrians and cyclists waiting to cross on a parallel crossing

Horse riders and horse drawn vehicles should also give way to pedestrians on a zebra crossing, and pedestrians and cyclists on a parallel crossing.

Pedestrians have priority when on a zebra crossing, on a parallel crossing or at light controlled crossings when they have a green signal.

Cyclists should give way to pedestrians on shared use cycle tracks.

Only pedestrians may use the pavement. This includes people using wheelchairs and mobility scooters.

Pedestrians may use any part of the road and use cycle tracks as well as the pavement, unless there are signs prohibiting pedestrians."

Do you agree with the introduction of new Rule H2?

√ Yes (Go to stronger priorities for pedestrians wording)

☐ No

☐ Don't know? (Go to stronger priorities for pedestrians wording)

Disagree with stronger priorities for pedestrians

Why not?

Stronger priorities for pedestrians wording

Is the proposed wording easy to understand?

- [ ] Yes (Go to cyclists priorities and right of way)
- [x] No
- [ ] Don't know? (Go to cyclists priorities and right of way)

Disagrees with stronger priorities for pedestrians wording

Why not?

The text should be clarified to make it clear that vehicles turning onto a main road *from* a side road should give way to pedestrians under rule H2 if that is what is intended.

The new rules saying that drivers **should** allow pedestrians to cross any road, and then that they are **obliged to** let them cross at any junction, carry a degree of risk if not widely known and understood, especially in the case of drivers who have already passed their test.

Presumably a publicity campaign will reinforce this change. There is a potential for considerable confusion at first if not.

However, the use of diagrams in the Code, illustrating when pedestrians have right of way and when they should be given way to, might also be useful.

While the language of H2 is general and every road user needs to consider others' safety as much as their own, the directive for pedestrians needs to be strong i.e. 'Pedestrians can use any part of the road excluding cycle tracks, dual carriageways and motorways.' The ambiguity leads to more conflict opportunity between pedestrians and cyclists, which in the UK is often adversarial.

"Cyclists should give way to pedestrians on shared use cycle tracks". This is neither clear nor achievable in most situations.

Some facilities are clearly segregated, for which there is no specific provision. It does not make sense to say "shared-use" but then to give priority to certain users. Instead of "priority", perhaps just emphasise "courtesy" and "sharing".

Although 'parallel crossing' is defined later on in the revised Code, it would be useful

to have the definition here where it first occurs, at it is not the most commonly known terms for a crossing.

Cyclists priorities and right of way

Rule H3 clarifies cyclists' priorities. It makes clear that a driver should not cut across the path of a cyclist going straight ahead when they are:

- turning into or out of a junction
- changing direction
- changing lane

This applies whether cyclists are using a cycle lane, a cycle track, or riding ahead on the road.

It also recommends that drivers and motorcyclists should not turn at a junction if to do so would cause the cyclist going straight ahead to stop or swerve.

The proposed new text is:

"Rule for drivers and motorcyclists

You should not cut across cyclists going ahead when turning into or out of a junction or changing direction or lane, just as you would not turn across the path of another motor vehicle. This applies whether cyclists are using a cycle lane, a cycle track, or riding ahead on the road and you should give way to them.

Do not turn at a junction if to do so would cause the cyclist going straight ahead to stop or swerve, just as you would do with a motor vehicle.

You should stop and wait for a safe gap in the flow of cyclists if necessary. This includes when cyclists are:

- approaching, passing or moving off from a junction
- moving past or waiting alongside stationary or slow-moving traffic
- travelling around a roundabout"

Do you agree with the introduction of new Rule H3?

√ Yes (Go to cyclists priorities and right of way wording)

☐ No

☐ Don't know? (Go to cyclists priorities and right of way wording)

Disagree with cyclists priorities and right of way

Why not?

Cyclists priorities and right of way wording

Is the proposed wording easy to understand?

√ Yes (Go to rules for pedestrians)

☐ No

☐ Don't know? (Go to rules for pedestrians)

Cyclists priorities and right of way

Why not?

Rules for pedestrians

The Highway Code already advises drivers and riders to give priority to pedestrians who have started to cross the road. The proposed change is to introduce a responsibility for drivers and riders to give way to pedestrians waiting to cross:

- a junction or side road
- at a zebra crossing

For Rule 8 on junctions the proposed new text is:

"When you are crossing or waiting to cross the road other traffic should give way."

For Rule 19 on zebra crossings the proposed new text is:

"Drivers and riders should give way to pedestrians waiting to cross and MUST give way to pedestrians on a zebra crossing."

Do you agree with the proposed change to give way to pedestrians waiting at a:

	Yes	No	Don't know?
junction?	√	☐	☐
zebra crossing?	☐	√	☐

If no, why not?

The rule should be that drivers and riders MUST give way when pedestrians are *waiting* at a zebra crossing. The Code in Northern Ireland is clearer in this regard.

Is the proposed wording easy to understand?

☐ Yes (Go to rules for pedestrians further comments)
√ No
☐ Don't know? (Go to rules for pedestrians further comments)

Disagrees with rules for pedestrians wording

Why not?

See above, and comments relating to clarity of Rule H2.

Rules for pedestrians

Do you have any further comments about other changes to the rules for pedestrians?

See comments above re clarification of wording for pedestrians having right of way at junctions.

Consider wording to the effect that pedestrians should take care not to obstruct or endanger cyclists unnecessarily, which is the reciprocal wording.

It would be worth considering some guidance for pedestrians on dogs on leads in shared pedestrian/cycle spaces as this can be a source of hazard and conflict.

Rules about animals

To ensure inexperienced or returning horse riders consider training before riding on roads we are proposing amending Rule 52 to include a suggestion that they take the British Horse Society Ride Safe Award. The proposed new text is:

"If you are an inexperienced horse rider or have not ridden for a while, consider taking the Ride Safe Award from the British Horse Society. The Ride Safe Award provides a foundation for any horse rider to be safe and knowledgeable when riding in all environments but particularly on the road."

Do you agree to the proposed change to Rule 52?

√ Yes (Go to rules for animals wording)

☐ No

☐ Don't know? (Go to rules for animals wording)

Disagrees with rules for animals

Why not?

Rules for animals wording

Is the proposed wording easy to understand?

√ Yes (Go to rules for cyclists)

☐ No

☐ Don't know? (Go to rules for cyclists)

Disagrees with rules for animals wording

Why not?

Rules for cyclists

The main proposed changes to the rules for cyclists section of The Highway Code are to:

- clarify priorities
- provide guidance to encourage safe cycling

Rule 63 will be amended to provide guidance for cyclists on sharing space. The additional proposed text is:

"Sharing space with pedestrians, horse riders and horse drawn vehicles. When riding in places where sharing with pedestrians, horse riders or horse drawn vehicles is permitted take care when passing pedestrians, especially children, older adults or disabled people. Let them know you are there when necessary e.g. by ringing your bell (it is recommended that a bell is fitted to your bike), or by calling out politely.

Remember that pedestrians may be deaf, blind or partially sighted and that this may not be obvious.

Do not pass pedestrians, horse riders or horse drawn vehicles closely or at high speed, particularly from behind. Remember that horses can be startled if passed without warning. Always be prepared to slow down and stop when necessary."

Do you agree with the proposed change to rule 63?

√ Yes (Go to rule 63 for cyclists wording: shared spaces)

☐ No

☐ Don't know? (Go to rule 63 for cyclists wording: shared spaces)

Disagrees with Rule 63 for cyclists: shared spaces

Why not?

Rule 63 for cyclists wording: shared spaces

Is the proposed wording easy to understand?

√ Yes (Go to Rule 72 for cyclists)

☐ No

☐ Don't know? (Go to Rule 72 for cyclists)

Disagrees with Rule 63 for cyclists wording: shared spaces

Why not?

Rules for cyclists

Rule 72 will be amended to provide guidance on road positioning for cyclists to ensure that they adopt safe cycling behaviours. The additional proposed text is:

"Road positioning. When riding on the roads, there are two basic road positions you should adopt, depending on the situation.

1. Ride in the centre of your lane, to make yourself as clearly visible as possible, in the following situations:

- on quiet roads or streets – if a faster vehicle comes up behind you, move to the left to enable them to overtake, if you can do so safely
- in slower-moving traffic move over to the left, if you can do so safely, so that faster vehicles behind you can overtake when the traffic around you starts to flow more freely
- at the approach to junctions or road narrowings where it would be unsafe for drivers to overtake you

2. When riding on busy roads, with vehicles moving faster than you, allow them to overtake where it is safe to do so whilst keeping at least 0.5m (metres) away from the kerb edge. Remember that traffic on most dual carriageways moves quickly. Take extra care crossing slip roads."

Do you agree with the proposed change to Rule 72 to ride:

	Yes	No	Don't know?
in the centre of your lane on quiet roads?	☐	√	☐

	Yes	No	Don't know?
in the centre of your lane in slower moving traffic?	☐	√	☐
in the centre of your lane when approaching junctions?	√	☐	☐
at least 0.5 metres away from the kerb on busy roads?	☐	√	☐

If no, why not?

A cyclist should not be expected to take a judgement on when it's safe for the following vehicle to pass. They should be allowed to remain in the centre of the carriageway and not be expected to move over.

As regards the description of distance from kerb as .5m, later in the driver's section there is mention of a door's width, which is closer to a metre. We would suggest a minimum distance of .75-1m from kerb as in the occurrence of a fast vehicle passing, any back draft can be mitigated for safely out of the gutter.

Is the proposed wording easy to understand?

☐ Yes (Go to Rule 73 for cyclists)

√ No

☐ Don't know? (Go to Rule 73 for cyclists)

Disagrees with Rule 72 for cyclists: road positioning

Why not?

Other road users must respect the judgement of cyclists on the safe position that they take. "If you can do so safely" needs to be reciprocated by the overtaking vehicle or indeed cycle.

It must be for the faster vehicles to overtake safely, which is the case more generally. It should not necessarily be dependent on the cyclist moving to the left.

Rules for cyclists

Rule 73 will be amended to provide guidance for cyclists on how to proceed safely at junctions, both with and without separate cyclist facilities. The additional proposed text is:

"Junctions. Some junctions, particularly those with traffic lights, have special cycle facilities, including small cycle traffic lights at eye-level height, which may allow you to move or cross separately from or ahead of other traffic. Use these facilities where they make your journey safer and easier.

At junctions with no separate cyclist facilities, it is recommended that you proceed as if you were driving a motor vehicle (see Rules 170 to 190). Position yourself in the centre of your chosen lane, where you feel able to do this safely, to make yourself as visible as possible and to avoid being overtaken where this would be dangerous. If you do not feel safe to proceed in this way, you may prefer to dismount and wheel your bike across the junction."

Do you agree with the proposed change to Rule 73 at junctions with:

	Yes	No	Don't know?
special cyclist facilities?	√	☐	☐
no separate cyclist facilities?	√	☐	☐

If no, why not?

Is the proposed wording easy to understand?

☐ Yes (Go to Rule 76 for cyclists)

√ No

☐ Don't know? (Go to Rule 76 for cyclists)

Disagrees with Rule 73 for cyclists wording: junctions

Why not?

See comments below on Rule 75.

Rules for cyclists

Rule 76 will be amended to clarify priorities when going straight ahead. The additional proposed text is:

"Going straight ahead. If you are going straight ahead at a junction, you have priority over traffic waiting to turn into or out of the side road, unless road signs or markings indicate otherwise (see Rule H3). Check that you can proceed safely, particularly when approaching junctions on the left alongside stationary or slow-moving traffic.

Watch out for drivers intending to turn across your path. Remember the driver ahead may not be able to see you, so bear in mind your speed and position in the road.

Be particularly careful alongside lorries and other long vehicles, as their drivers may find it difficult to see you. Remember that they may have to move over to the right before turning left, and that their rear wheels may then come very close to the kerb while turning."

Do you agree with the proposed change to Rule 76?

- [x] Yes (Go to rule 76 for cyclists wording: going straight ahead)
- [ ] No
- [ ] Don't know? (Go to rule 76 for cyclists wording: going straight ahead)

Disagrees with Rule 76 for cyclists: going straight ahead

Why not?

Rule 76 for cyclists wording: going straight ahead

Is the proposed wording easy to understand?

√ Yes (Go to rules for cyclists further comments)

☐ No

☐ Don't know? (Go to rules for cyclists further comments)

Disagrees with Rule 76 for cyclists wording: going straight ahead

Why not?

Rules for cyclists

There are several other changes within the rules for cyclists section (and we recommend reading the chapter before answering). Some of these changes are to update The Highway Code to recognise new cyclist facilities that are already in use on the highway. Other proposed amendments are to provide guidance on safe riding behaviour and practices. In summary, some of the changes include, but are not limited to:

- clarification on cycle tracks and their use
- riding in groups on narrow lanes
- advice on riding safely on the road and when turning
- clarification on cyclist facilities at crossings and their use

Do you have any further comments about other changes to the rules for cyclists?

Rule 75 – Use of two stage crossing –this should be prefaced with “you may find it safer to use”.

Rule 79 – Disagree with use of any lane for roundabout use. It’s dangerous when cars do it so not a great idea when something slower does it.

Rule 59 – Delete ‘should’ and replace with ‘can’ wear a helmet. The guidance at the start describes the meanings of must/must not and should/should not. If this is a suggestion it cannot be termed with one of the directive wordings.

Rule 64 - suggest the following addition for clarity in applying the Highway Code and this rule: "You MUST NOT cycle on a pavement...even if you do not feel safe in using a cycle route or the carriageway. If this is the case then the cyclist should dismount and wheel the cycle until they do feel safe to continue on the cycle route or carriageway."

Rule 66 - second bullet point must be reworded correctly. "When riding in larger groups on narrow lanes, it is sometimes safer to ride two abreast. Ride in single file to allow overtaking only when it is safe to do so. Drivers wishing to overtake must only do so when it is safe, whether cyclists are riding one or two abreast."

Rule 67 second bullet point must be amended to allow for a "move to the left or right, whichever is safer to avoid them." Current wording lessens the validity of moving right when this may be the safer option.

Rules for drivers and motorcyclists

Rule 97 has been amended to include additional text which states that before setting off you should ensure that:

"any fitted audible warning systems for other road users, and camera and audio alert systems for drivers are all working and active (and should be used appropriately on the road)."

Do you have any comments about the proposed change to Rule 97?

No.

General rules, techniques and advice for all drivers and riders

The proposed changes to the general rules, techniques and advice for all drivers and riders section of The Highway Code include ensuring that 20mph speed limits and other local speed limits, which already exist, are recognised in The Highway Code.

For Rule 123 on the driver and the environment, the proposed new text is:

"In some local authority regions or in built up areas the limit may be reduced to 20 mph."

For Rule 124 on maximum speed limits, the proposed new text is:

"Local signed speed limits may apply, for example:

- 20 mph (rather than 30 mph) where it could be the limit across a region or in certain built-up areas such as close to schools
- 50 mph (rather than 60 mph) on stretches of road with sharp bends"

Is the proposed wording in Rule:

	Yes	No	Don't know?
123 easy to understand?	√	☐	☐
124 easy to understand?	√	☐	☐

If no, why not?

General rules, techniques and advice for all drivers and riders

Rule 140 will be amended to provide advice on cycle lanes and cycle tracks, ensuring that drivers and riders know that cyclists have priority and should give way when turning across their path. The additional proposed text is:

"You should give way to any cyclists in a cycle lane, including when they are approaching from behind you – do not cut across them when turning or when changing lane (see Rule H3). Be prepared to stop and wait for a safe gap in the flow of cyclists before crossing the cycle lane.

Cycle tracks are routes for cyclists that are physically protected or located away from motor traffic, other than where they cross side roads. Cycle tracks may be shared with pedestrians.

You should give way to cyclists approaching or using the cycle track when turning into or out of a junction (see Rule H3). Be prepared to stop and wait for a safe gap in the flow of cyclists before crossing the cycle track, which may be used by cyclists travelling in both directions.

Bear in mind that cyclists are not obliged to use cycle lanes or cycle tracks."

Do you agree with the proposed changes to Rule 140 on giving way to cyclists using a cycle:

	Yes	No	Don't know?
lane?	√	☐	☐
track?	√	☐	☐

If no, why not?

Is the proposed wording easy to understand?

√ Yes (Go to general rules, techniques and advice for all drivers and riders further comments)

☐ No

☐ Don't know? (Go to general rules, techniques and advice for all drivers and riders further comments)

Disagrees with Rule 140 on general rules, techniques and advice for all drivers and riders wording: cycle lanes and cycle tracks

Why not?

General rules, techniques and advice for all drivers and riders

There are several other changes within the general rules techniques and advice for all drivers section (and we recommend reading the chapter before answering). Some of these changes are to update The Highway Code to recognise processes and practices that are already in use on the highway. In summary, some of the changes include, but are not limited to:

- providing further clarity on when drivers of motorised vehicles should give way to pedestrians, cyclists and horse riders
- making clear that those groups have priority over traffic that may be turning across their path in certain situations
- reinforcing advice around inappropriate speed

Do you have any further comments about the changes to the general rules, techniques and advice for all drivers and riders?

No

Using the road

The 'Using the road' chapter in The Highway Code provides guidance and advice on overtaking, manoeuvring at road junctions and roundabouts, and procedures at different types of crossings.

Rule 163 on overtaking will be amended to advise drivers that cyclists may pass on their right or left. It will also provide a guide of safe passing distances and speeds for passing motorcyclists, cyclists, horse riders and horse drawn vehicles. The additional proposed text is:

"Cyclists may pass slower moving or stationary traffic on their right or left, including at the approach to junctions, but are advised to exercise caution when doing so

[Give motorcyclists, cyclists, horse riders] and horse drawn vehicles [at least as much room as you would when overtaking a car(see Rules 211 to 215)]. As a guide:

- leave a minimum distance of 1.5 metres at speeds under 30 mph
- leave a minimum distance of 2.0 metres at speeds over 30 mph
- for a large vehicle, leave a minimum distance of 2.0 metres in all conditions
- pass horse riders and horse-drawn vehicles at speeds under 15 mph and allow at least 2.0 metres space
- allow at least 2.0 metres space where a pedestrian is walking in the road (e.g. where there is no pavement) and you should pass them at low speed
- you should wait behind the motorcyclist, cyclist, horse rider, horse drawn vehicle or pedestrian and not overtake if it is unsafe or not possible to meet these clearances
- take extra care and give more space when overtaking motorcyclists, cyclists, horse riders, horse drawn vehicles and pedestrians in bad weather (including high winds) and at night."

Do you agree that cyclists may pass slower moving traffic on their right or left as detailed in Rule 163?

√ Yes (Go to using the road rule 163 overtaking speeds)

☐ No

☐ Don't know? (Go to using the road rule 163 overtaking speeds)

Disagree with using the road: passing on the right or left

Why not?

Using the road

Do you agree with the proposed speed limits detailed at Rule 163 for overtaking:

	Yes	No	Don't know?
motorcyclists?	√	☐	☐
cyclists?	√	☐	☐
horse riders?	√	☐	☐
horse drawn vehicles?	√	☐	☐

If no, why not?

Do you agree with the proposed passing distances detailed at Rule 163 for overtaking:

	Yes	No	Don't know?
motorcyclists?	√	☐	☐

	Yes	No	Don't know?
cyclists?	√	☐	☐
horse riders?	√	☐	☐
horse drawn vehicles?	√	☐	☐

If no, why not?

Is the proposed wording easy to understand?

√ Yes (Go to using the road rule 186)

☐ No

☐ Don't know? (Go to using the road rule 186)

Disagrees with Rule 163 for using the road wording: overtaking

Why not?

Using the road

Rule 186 on signals and position will be amended to advise drivers to give priority to cyclists on roundabouts, and to take care not to cut across a cyclist, horse rider or horse drawn vehicle that may be continuing around the roundabout in the left-hand lane. The additional proposed text is:

"You should give priority to cyclists on the roundabout. They will be travelling more slowly than motorised traffic. Give them plenty of room and do not attempt to overtake them within their lane. Allow them to move across your path as they travel around the roundabout.

Cyclists, horse riders and horse drawn vehicles may stay in the left-hand lane when they intend to continue across or around the roundabout. Drivers should take extra care when entering a roundabout to ensure that they do not cut across cyclists, horse riders or horse drawn vehicles in the left-hand lane, who are continuing around the roundabout."

Do you agree with the proposed changes to Rule 186 that:

	Yes	No	Don't know?
you do not overtake cyclists within their lane?	√	☐	☐
you allow cyclists to move across your path?	√	☐	☐
cyclists may stay in the left lane when continuing across or around the roundabout?	☐	√	☐
horse riders may stay in the left lane when continuing across or around the roundabout?	☐	√	☐
horse drawn vehicles may stay in the left lane when continuing across or around the roundabout?	☐	√	☐

If no, why not?

See comments above on Rule 79.

Is the proposed wording easy to understand?

√ Yes (Go to using the road rule 195)

☐ No

☐ Don't know? (Go to using the road rule 195)

Disagrees with Rule 186 using the road wording: signals and position

Why not?

Using the road

Rule 195 on zebra crossings will be updated to include reference to parallel crossings and also amended to advise drivers to give way to pedestrians and cyclists waiting to cross at a zebra crossing or parallel crossing. This rule restates guidance in Rule 17 and reinforces Rule H2. The additional proposed text is:

"[Zebra crossings] you should give way to pedestrians waiting to cross

Parallel crossings are similar to zebra crossings, but include a cycle route alongside the black and white stripes.

As you approach a parallel crossing:

- look out for pedestrians or cyclists waiting to cross and slow down or stop
- you should give way to pedestrians or cyclists waiting to cross
- you MUST give way when a pedestrian or cyclist has moved onto a crossing
- allow more time for stopping on wet or icy roads
- do not wave or use your horn to invite pedestrians or cyclists across; this could be dangerous if another vehicle is approaching
- be aware of pedestrians or cyclists approaching from the side of the crossing.

A parallel crossing with a central island is two separate crossings."

Do you agree with the proposed change to Rule 195 to give way to pedestrians and cyclists waiting to cross at a parallel crossing?

√ Yes (Go to using the road Rule 195 wording: zebra and parallel crossings)

- [ ] No
- [ ] Don't know? (Go to using the road Rule 195 wording: zebra and parallel crossings)

Disagrees with Rule 195 using the road: give way at parallel crossings

Why not?

Using the road Rule 195 wording: zebra and parallel crossings

Is the proposed wording easy to understand?

- [ ] Yes (Go to using the road further comments)
- [√] No
- [ ] Don't know? (Go to using the road further comments)

Disagrees with Rule 195 using the road wording: zebra and parallel crossings

Why not?

See earlier comment on including the definition of parallel crossings where it first occurs in the Code.

Using the road

There are several other changes within the using the road section (and we recommend reading the chapter before answering). Some of these changes are to update The Highway Code to recognise facilities and practices that are already in use on the highway. Other proposed amendments are to provide guidance on safe behaviour and practices. In summary, some of the changes include, but are not limited to:

- strengthening priority for cyclists
- road positioning at junctions to ensure the safety of cyclists and motorcyclists
- further clarity on behaviour at Advanced Stop Lines
- keeping crossings clear of traffic

Do you have any further comments about the changes to the rules on using the road?

Greater clarity is needed on the changes to Rule 170, and whether they apply to pedestrians crossing the main road and other road users emerging from side roads as well as vice versa. Diagrams would be helpful.

Road users requiring extra care

The chapter on ‘road users requiring extra care’ in The Highway Code provides further advice on proceeding with caution around pedestrians, cyclists, horse riders and motorcyclists, as the main vulnerable user groups. It also strengthens the advice in earlier chapters on giving these groups priority in certain circumstances.

Rule 213 will be amended to advise that cyclists may ride in the centre of the lane for their safety. The additional proposed text is:

"On narrow sections of road, at road junctions and in slower-moving traffic, cyclists may sometimes ride in the centre of the lane, rather than towards the side of the road. Allow them to do so for their own safety, to ensure they can see and be seen. Cyclists are also advised to ride at least a door’s width or 0.5m (metres) from parked cars for their own safety."

Do you agree with the proposed changes to Rule 213?

- ☐ Yes (Go to rule 213 road users requiring extra care: cycling on narrow roads)
- √ No
- ☐ Don't know? (Go to rule 213 road users requiring extra care: cycling on narrow roads)

Disagrees with Rule 213 road users requiring extra care: cycling on narrow roads

Why not?

We would suggest that distance is at least a metre

Rule 213 road users requiring extra care: cycling on narrow roads

Is the proposed wording easy to understand?

- ☐ Yes (Go to road users requiring extra care further comments)
- √ No
- ☐ Don't know? (Go to road users requiring extra care further comments)

Disagrees with Rule 213 road users requiring extra care: cycling on narrow roads

Why not?

See above

Road users requiring extra care

There are several other changes within the road users requiring extra care section (and we recommend reading the chapter before answering). Some of these changes are to recognise facilities and practices that are already in use on the highway, or to reinforce advice stated in other rules within The Highway Code.

Do you have any further comments about other changes proposed in the chapter on road users requiring extra care?

Waiting and parking

The main change to the chapter in The Highway Code on ‘waiting and parking’ is the introduction of a new technique, commonly known as the 'Dutch Reach', that advises road users to open the door of their vehicle with the hand on the opposite side to the door. The additional proposed text is:

"you should open the door using your hand on the opposite side to the door you are opening, e.g. use your left hand to open a door on your right-hand side. This will make you turn your head to look over your shoulder. You are then more likely to avoid causing injury to cyclists or motorcyclists passing you on the road, or to people on the pavement**"**

Do you agree with the proposed change to Rule 239?

√ Yes (Go to rule 239 waiting and parking: Dutch reach)

☐ No

☐ Don't know? (Go to rule 239 waiting and parking: Dutch reach)

Disagree with Rule 239 waiting and parking: Dutch reach

Why not?

Rule 239 waiting and parking: Dutch reach

Is the proposed wording easy to understand?

- [ ] Yes (Go to waiting and parking further comments)
- [√] No
- [ ] Don't know? (Go to waiting and parking further comments)

Disagree with Rule 239 waiting and parking wording: Dutch reach

Why not?

Should ensure that the wording makes clear use of the Dutch Reach does not replace the need to use mirrors.

Waiting and parking

The only other change in the section on waiting and parking is to provide advice on good practice when charging an electric vehicle (also Rule 239).

Do you have any further comments about the other change proposed to Rule 239 on waiting and parking?

No.

Annexes

The annexes to The Highway Code provide useful advice for drivers and riders. We are proposing additional new text to Annex:

- 1 on 'you and your bicycle' aims to ensure that riders are comfortable with their bike and associated equipment. The proposed new text will recommend cycle training

- 6 provides useful advice to drivers of motorised vehicles on how to undertake simple maintenance checks to ensure the safety and road worthiness of the vehicle, the proposed new text will recommend daily walkaround checks for commercial vehicles

Do you have any comments about the changes proposed to:

annex 1?	No.
annex 6?	No.

Other comments on The Highway Code

Do you have any further comments regarding the proposed amendments to The Highway Code which focus on safety improvements for cyclists, pedestrians and horse riders?

Final comments

Any other comments?

Thanks for the opportunity to comment.

EQUALITIES AND ACCESS TO HEALTHCARE FORUM
2:00pm Wednesday 3rd June 2020

Present:

Helen Forrest (HF)	Childrens Healthcare Scotland
Ken Reid (KR)	East Lothian Access Panel
Diana Budziosz (DB)	East Lothian Council
Andrew McLellan (AMcC)	East Lothian Council
John Ballantine (JB)	Edinburgh Access Pane
Anne Cowan (AC)	Fife Council
Lesley Crosier (LC)	Midlothian Council
Mike Harrison (MH)	Midlothian Disability Access Panel
Doreen Steele (DS)	Non Councillor Member
Jim Grieve (JG) (Chair)	**SEStran**
Hannah Markley (HM)	SEStran
Jim Stewart (JS)	SEStran
Julie Vinders (JV)	SEStran
Keith Fisken (KF)	SEStran
Rhianne Forrest (RF)	SEStran

Apologies:

Tony McRae	Fife Council

Ref.		Actions
1.	**WELCOME AND APOLOGIES FOR ABSENCE**	
	JG welcomed everyone to the meeting and apologies were noted as above.	
2.	**MINUTES FROM 2nd OCTOBER 2019 AND ACTIONS ARISING**	
	The minutes of the last meeting were approved.	
3.	**MAIN ISSUES REPORT (MIR)**	
	JS gave a brief presentation about the MIR. SEStran have commissioned Jacobs to develop a MIR for SEStran's new RTS. The process involved stakeholder engagement and policy and data analysis. This stage is completed and a final report will be published soon. The main issue evidence base process highlighted 4 main areas to develop the new strategy; the rational for a new rts, regional context,	

	regional transport network and regional transport issues and challenges. The purpose of the MIR is to create an evidence base for a new RTS. In terms of rational for a new RTS is due to emerging policy directions, emerging technological transport opportunities, emerging challenges for transport networks, societal and demographic changes and future uncertainties (highlighted in current pandemic). However how we develop a stratedy when there is so much change is unknown at this moment in time. The SEStran region includes people, society, environment, economy – demographic and where people live, housing demand and development, environment, public health, education and economy. These factors have all been included in the report. Transport issues and challenges identified included; regional travel demand and patterns, inclusiveness, active travel, bus and train use, passenger journeys: mode share, freight and transport governance (how we we develop these regionally and nationally). The RTS Main Issue summary identified a total of 36 issues and 10 main issues identified for the RTS. These issues included; car use remains high, carbon emissions from transport are not falling, delivery coordination is poor, growing and ageing regional population and many people are excluded from opportunities because of transport. Also many people lack appropriate, affordable transport to meet needs. The future is increasingly uncertain, therefore the document will need to be flexible. JS then discussed the next steps; • Procure consultancy support • MIR sets the framework • Develop and produce the new RTS • Discussion and engagement with key partners and SEStran forums will be involved in the process. JS then asked for any feedback or questions. JB mentioned we have to encourage people to use public transport again which was one of the messages to come out of the MIR. AMcC asked what the effects of social distancing are due to low capacity of buses. It was also recommended to look at our European partners shared pathways for cylists and pedestrians. JS mentioned ‘Spaces for People’ measures are seen as temporary. However, there is a desire to make things more permanent. The whole point of the RTS is to discuss best policies by speaking to partners.	

4.	DEMAND RESPONSIVE TRANSPORT (DRT) STRATEGIC STUDY	
	JV presented the DRT study which was recently conducted through the Transport Scotland Low Emission Zone (LEZ) Public Transport Provision Fund. The study is split up into policy context, operational context, stakeholder engagement, strength weaknesses opportunities and challenges and recommendations on the way forward for DRT. • Policy context: NTS – reduces inequalities, takes climate action, helps deliver inclusive economic growth, improves our health and well-being. • Operational context: DRT services in each LA in SEStran region. Mainly used for commuting, socialising, health and social care and education. • Accessibility analysis: SYSTRA, gaps in the public transport network. 5% of population in SEStran region have no public transport access to key destinations. 9% for Scottish Borders and East Lothian. • Stakeholder engagement; role for DRT to support mobility, health and social wellbeing, challenges and strengths. This created a strength weaknesses opportunity and challenges analysis (SWOC). • SWOC: The provision of DRT is not a statutory requirement. Its an essential form of transport for many of its users. JV highlighted the way forward is by working with stakeholders, LAs and national government to recognise the value of DRT. Considering implications of policies and stimulating knowledge sharing and partnership working will be key. AMcC asked if DRT covers the Royal Voluntary Service (RVS), as East Lothian has high levels of use and there is only limited access out to rural areas for handicabs. AMcC will send JV information from RVS. DS asked if any KPIs or any tactics have been thought of to take forward because alot of the study is qualitative. JV noted, in terms of taking it forward, its going to be key to develop the NTS. The NEC (national entitlement card), gives you access to free public transport. SEStran will incorporate DRT as a key mode of public transport. DS then asked if there is any possibility to getting a statutory position. JV mentioned this can be explored in the future to really push on a regional basis and perhaps on a longer term basis. JG mentioned the transport transition plan and suggested the DRT could be involved, especially dealing with areas that have limited access to public transport. KR asked about the analysis of DRT and what the underline demand could be. JG mentioned there is a growing demand and these studies were completed on the back of the LEZ.	

5.	**THISTLE ASSISTANCE PROGRAMME**	
	RF gave a brief presentation about the Thistle Card programme. The Thistle card has been revamped to a more modern look. RF highlighted there is an extended survey online (twitter). There has been a lot of engagement while going through the new branding. The twitter account is a good platform to communicate with people. RF then went through the Thistle card website which has been accessibility tested and noted cards can now be ordered online. KF mentioned the Thistle Assistance card is and ongoing project and suggested if anyone had any feedback regarding the card/app then to contact him. KF also noted that there is the poster to download which shows the different versions of logos. The brand guidelines have just been agreed. HM will send out with meeting minutes. KF will publish phase 1 soon but is still working with developers. When proposals are taken forward to phase 2 then the briefs will be shared. Timing for phase 1 is looking like a 12 month project to get a concept of when we can procure. KR asked if it would it be possible for the link to the survey to be circulated.	**HM** **RF**
6.	**GENERAL DISCUSSION**	
	AH suggested the transport transition plan would be useful to include on the next agenda to reflect with the group on some of the key changes in the region to support people travelling. JG noted there is a possibility of convening a meeting sooner due to changing circumstances. AMcC mentioned the changes to the NHS real estate. There are going to be major changes in around the bioquarter and changes for people for access to health. As a result, the council areas may put pressure on local GPs. East Lothian have two major hubs to allow people to get an appointment within 24 hours. JS noted that access to health care has been identified as an issue in the MIR. Centralising things can help in one way but it creates transport difficulties for other people. JS also mentioned the development of the RTS will also be useful to include in the next agenda.	
7.	**AOCB**	
	None	
9.	**DATE OF NEXT MEETING**	
	The date of the next meeting is (time & date tbc) 2020 in **Room** (tbc)**, Victoria Quay, Edinburgh, EH6 6QQ.**	

EQUALITIES AND ACCESS TO HEALTHCARE FORUM
10:00am Friday 2nd October 2020

Present:

Helen Forrest (HF)	Childrens Healthcare Scotland
Ken Reid (KR)	East Lothian Access Panel
Diana Budziosz (DB)	East Lothian Council
Andrew McLellan (AMcC)	East Lothian Council
John Ballantine (JB)	Edinburgh Access Panel
Lesley Crosier (LC)	Midlothian Council
Mike Harrison (MH)	Midlothian Disability Access Panel
Doreen Steele (DS)	Non Councillor Member
Jim Grieve (JG) (Chair)	**SEStran**
Hannah Markley (HM)	SEStran
Jim Stewart (JS)	SEStran
Julie Vinders (JV)	SEStran
Keith Fisken (KF)	SEStran
Rhianne Forrest (RF)	SEStran
Angela Chambers (ACham)	SEStran
Anna Herriman (AH)	SEStran
Frank Henderson (FH)	Edinburgh Council
Vincent McInally (VM)	Transport Scotland
Daniel Bulawa (DB)	Transport Scotland
Laura Jones (LJ)	RNIB
Jane Hopton (JH)	NHS Lothian

Apologies:

Tony McRae	Fife Council
Elaine Law	Fife Council
John Mitchell	Fife Council
Iain Sneddon	NHS Lothian
Karen Brown	NHS Lothian
Mark Craske	NHS Forth Valley
Karl Vanters	Midlothian Council

Ref.		Actions
1.	**WELCOME AND APOLOGIES FOR ABSENCE**	
	JG welcomed everyone to the meeting and apologies were noted as above.	
2.	**MINUTES FROM 3rd JUNE 2020 AND ACTIONS ARISING**	
	The minutes of the last meeting were approved.	
3.	**REGIONAL TRANSPORT STRATEGY**	
	JS discussed the RTS. The Main Issues Report was published in June this year and highlighted the issues that affect transport in the region. Three key areas included the rational and context, characteristics of the SEStran region and the regions specific transport issues and challenges. JS also mentioned the strategy will likely be developed to reduce inequalities, Covid 19 will also be a main issue. There is a lot to be finalised, the next step is to do further consultation, to embark on a process to develop a range of intervention and policies. This will require stakeholder engagement and the final Strategy document will need to be approved by Scottish Ministers. DS mentioned consultations in projects in collaboration with the health side psychologists could be useful. JS noted behavioural change is a key aspect on how we deliver the strategy, will take this thought forward. KR mentioned Transport Scotland (TS) have bus capacity information on their app but is only available in the west and not in the SEStran region. KF highlighted that SEStran are working with TS ticketing team to create a capacity indicater into the RTPI system. This is currently being trialed and the information will feed up to travel line. JG will contact KR offline to discuss further.	
4.	**DEMAND RESPONSIVE TRANSPORT (DRT) STRATEGIC STUDY**	
	JV presented an update on the DRT study which was recently conducted through the Transport Scotland Low Emission Zone (LEZ) Public Transport Provision Fund. The study looks at what options there are to optimise the DRT sector. Viavan are able to provide smart technology for this type of service (DRT service) and SEStran are currently exploring the potential to use this type of technology to help the bus servce in the region and to make the most of the assets we currently have. The vision is to explore the MaaS investment fund to see whether we can develop a project bid around DRT in a SEStran wide platform to create a public owned digital owned platform.	

5.	**THISTLE ASSISTANCE PROGRAMME**	
	KF presented and shared the new Thistle Assistance website. Thistle Assistance has a completely new branding and marketing campaign on the website and app. The website highlights face coverings must be worn unless an exemption applies. Also, the website shows how to order the thistle assistance card or download the App. Leaflets and cards given out also give further guidance about if you are exempt from wearing a face covering. Since March, 15 000 cards and leaflets have been sent out and there have been over 5000 downloads of the app. SEStran have also been in talks about broadening out the appeal with retail outlets and within the education sector. KR mentioned people who are visually impairement may have difficulty to wear a face mask. KR suggested including visual impairtement in the list of exemptions. KF to amend wording of exemption for card on the website.	**KF**
6.	**REGIONAL TRANSPORT TRANSITION PLAN**	
	AH discussed the Regional Transport Transition Plan (RTTP). TS and the Scottish Government were looking at a national TTP. At a regional level, an advisory group was established and additional sub groups (Glasgow and Edinburgh, then further regional groups for the rest of Scotland). The group SEStran has been involved in was estalibshed on the 3rd June. We are anticipating car use is at pre covid level, buses are around about 70% capacity, train is impacted the most (only 10-15% capacity) and active travel journeys have increased. The real hit has been on bus transport and the perception of safety on buses. TS have been promoting positive messaging around bus safety by delivering interventions on the ground to provide better bus priority. The SEStran region have discussed with LAs and operators to create temporary interventions on bus corridors; for e.g. temp traffic light, widening bus lanes etc.. The SES region has been awarded £1.2mln for a first tranche of measures proposed in the Bus Priority Rapid Deployment Fund (BPRDF) bid. A further £600,000 has been reserved for a second tranche of interventions. The next step is to regroup and support operators to keep bus companies going by reinforcing positive messaging. JG also noted that TS has put substantial funding into the bus operators to sustain bus companies in the future. KR – With the statisitcs, a lot of train and bus journeys were withdrawn. Train times are now up by 90% of services, are bus journeys back to the same numbers. AH most journeys have been reinstated.	

7.	**TRIPSHARE**	
	JS highlighted due to the impact of Covid, Tripshare has not been happening, however SEStran still feel it has a role to play. There is a reduced level of service just now so current Tripshare membership can be can monitored. There will be a complete review of how Tripshare is delivered going forward.	
8.	**EQUALITIES OUTCOMES 2021-2023**	
	AC noted the Equalities Outcomes will cover 4 years (2021-2025). SEStran are a listed authority and are required to publish a set of equality outcomes every 4 years. The needs in the equality outcomes are to elimate discrimmination, advise equality of opportunity and foster good relations. Last set out outcomes were in 2017 and SEStran provided a report in 2019. The new Equality Outcomes will be published on the 30th April 2021. SEStran will involve a range of stakeholders, staff and members from the Equalities and Access to Health forum. AC advised we would like to hear from members in this meeting about any outcome ideas they may have. LC advised Midlothian council are at the same stage. Midlothian approached Scottish government requesting an extension to the deadline but this seems unlikely.	**AC**
9.	**GENERAL DISCUSSION TOPICS FOR FUTURE MEETINGS**	
	HF suggested, Childrens involvement in transport (more specifically children with health conditions). AMac noted how covid has affected the percentage of people going to the hospital (because people don't want to travel there). VM also suggested Low Emission Zones (LEZ), input from Edinburgh Council and TS.	
10.	**AOCB**	
	VM noted the support fund has been launched for LEZ. If you get your non compliant vehicle destroyed, people could receive up to £2000. TS are trying to assist those who are struggling financially. More details can be found on the LEZ website: https://www.lowemissionzones.scot/funding.	
11.	**DATE OF NEXT MEETING**	
	The date of the next meeting is (time & date tbc)	

Remote Chief Officer Liaison Group Meeting
2:00pm Wednesday 19th August 2020
Microsoft Teams

Present:

Iain Shaw (IS)	City of Edinburgh Council
Steven Murrell (SM)	City of Edinburgh Council
Lesley Deans (LD)	Clackmannanshire Council
Peter Forsyth (PF)	East Lothian Council
Ken Gourlay (KG)	Fife Council
Lindsay Haddow (LH)	Midlothian Council
Andrew Ferguson (AF)	SEStran
Anna Herriman (AH) (Chair)	**SEStran**
Jim Stewart (JS)	SEStran
Hannah Markley (HM)	SEStran
Keith Fisken (KF)	SEStran
Julie Vinders (JV)	SEStran
Graeme Malcolm (GM)	West Lothian Council

Apologies:

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

Ref.		Actions
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	**Chief Officers Liaison Group (27th May 2020)** Agreed as a correct record subject to minor change below. **AOCB (item 8.1)** – LD highlighted 'Stirling hospital' should be amended to 'Stirling Bus Station.'	**HM**

3.	**Audited Annual Accounts 2019/20**	
3.1	IS explained the external audit is being conducted remotely and is progressing slowly. The 30th September is the normal time to report but the Government has relaxed the Regulations so that this may run to 30th November this year. IS highlighted he met with auditors recently to try get the audited accounts to the September Board Meeting but there is possibility it might run beyond that. If so, a special board meeting will have to be scheduled to have the accounts agreed by the board. Also agreed that a further meeting will have to be scheduled for the Performance & Audit Committee to agree the accounts if they miss the current meeting.	**IS/SEStran Secretariat**
4.	**Trapeze – RTPI Proposal**	
4.1	JV gave an update on discussions with Trapeze about the Novus FX software. There have been issues with the quality of data and the Novus FX speed. The new Content Management System (CMS) has been developed and the capacity management is being explored. JV then mentioned SEStran will contact a specific colleague in each LA to discuss any additional support/training needs required and how SEStran can support this. Agreed to bring back to next meeting of Chief Officers. In the meantime, all Las to nominate suitable contacts	**JV/All**
5.	**National Cycle Training**	
5.1	JS gave a brief update on which schools SEStran have been engaging with in terms of cycle training. However, training opportunities have be very limited due to Covid. JS mentioned SEStran will work with partners and Cycling Scotland into the new school year. JS will give an update at the next Chief Officers meeting (November 2020) once pupils are further into the school year.	**JS**
6.	**Tripshare**	
6.1	JS referenced previous papers and raised a number of questions (below) which set out a start point for some discussion. • What are the aspirations of every partner and aims for lift sharing in their area? • How much resource is available to support achieving these aims? • Is there a plan to promote and encourage car sharing within their authority area? • Is there a plan for employee promotion and engagement in the scheme?	

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

- Some partners were not comfortable with the idea of promotion at this time given the advice to work at home if possible and maintain physical distancing. Reference was made to evidence of minor outbreaks of COVID linked to car sharing.

- Concerns about potential mixed messaging. Spaces for people is creating extra space for social distancing and there is resistance in some quarters to this due to loss of parking potential access to businesses etc. Therefore, promoting/encouraging a travel option in an enclosed space even when there is government guidance on safe car sharing may be considered contradictory.

- Concerns about securing political support for funding and promoting this type of scheme at this time.

- Should we continue the scheme when it is arguable that it is less able to fully deliver because of the current situation?

- Should we continue the scheme given that duration of current situation is unknown?

- Can the multi level scheme be reduced to a single level either permanently or for a period of time to reduce costs and reflect the current constraints on this transport options?

- Can the scheme be temporarily suspended?

- Could some research work focus on user needs and who the target audience for this should be going forward?

- Main measure of success is the growth and retention of membership along with estimated carbon reduction savings that can be estimated for each of the communities under the trip share umbrella.

- A change or suspension at this time will lose current membership effectively meaning a complete new start to the scheme.

Decision

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

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

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

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

Present:

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:

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

Ref.		Actions
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	*Wednesday 19th August 2020* Agreed as a correct record subject to an action below.	

	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. **National Cycle Training (Item 5.1) –** JS will give officers a further update at the next meeting.	**Keith Fisken** **JS**
3.	**Financial Reports**	
a)	*Audited Annual Accounts 2019/20* 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.	
b)	*Financial Planning 2021-24* 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.	
4.	**Tripshare/Liftshare**	
4.1	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.	**JS**
5.	**DRT/ MaaS Investment Fund Update**	
5.1	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. 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. SEStran is currently liaising with Viavan and other commercial DRT providers. Viavan's Kent project appears to have worked because bus	

	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. 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. 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.	
6.	**RTS Update**	
6.1	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.	**JS**
7.	**AOCB**	
7.1	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. 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.	**JS**
8.	**Date of Next Meeting**	
8.1	The date of the next meeting is TBC.	

INTEGRATED MOBILITY FORUM
10:00AM THURSDAY 8TH OCTOBER 2020

Present:

Jim Grieve (Chair)	**Midlothian Council**
Jim Stewart	SEStran
Hannah Markley	SEStran
Andrew Ferguson	SEStran
Julie Vinders	SEStran
Anna Herriman	SEStran
Doreen Steele	NCM
Barry Turner	NCM
Robina Barton	ZetTrans
Ben Ritchie	Lothian Buses
Cllr Cathy Muldoon	West Lothian Council
Douglas Robertson	Stagecoach
Duncan Hearsum	Dial a Journey
Kirsty Dunsmore	SWestrans
Greg McDougall	City of Edinburgh Council
Katherine Soane	Transport for Edinburgh
Cllr Laura Murtagh	Falkirk Council
Lorna Cunningham	West Lothian Council
Mike Harrison	Midlothian Disability Access Panel
Jenny Milne	JLM Consulting
Olga Anapryenka	Steer Group
Steve Cassidy	Fusion Mobility

Apologies:

Sara Boyd	Lothian Buses
Cllr Claire Miller	City of Edinburgh Council
Iain Reid	East Lothian Council
Cllr Dave Dempsey	Fife Council
Lindsay Haddow	Midlothian Council
Graham Meikejohn	First Group
Stacey Monteith	City of Edinburgh Council
Keith Fisken	SEStran
Nicola Gill	West Lothian Council
Susan Keenlyside	Fife Council
Matthew Davis	Sustrans

Ref.		Actions
1.	**Welcome and Introductions**	
a)	Apologies Jim Grieve welcomed everyone to the meeting and apologies were noted as above.	
2.	**Minutes of IMF 10 October 2019**	
a)	The minutes of the last meeting were approved.	
3.	**PriiMaas Stakeholder Workshop**	
a)	*Update on project activities, Governance issues around MaaS, Open Data, DRT and the MaaS Investment Fund* Julie Vinders presented and mentioned additional members have been invited to the meeting to discuss PriMaaS. There are 10 different partners across Europe. The objectives are: • Promote integration of transport modes • Prioritising low carbon and equitable mobility services • Increase international collaboration through the exchange of experience with stakeholders. PriMaas aims to avoid inequality, encourage sustainable mobility and avoid higher costs and a digital gap (disconnecting users). Developing a vision for MaaS includes seamless transport, integration with societal goals that align to a national policy context. The second round of the MaaS Investment Fund is approaching. SEStran aims to submit a bid. The current challenges facing public transport are: a decade of falling patronage, increasing fares and longer journey times, and services being suspended and then having to recover as a result of the pandemic. Transport Scotland (TS) are supporting operators. An example of Commerical DRT is TfWales: Multi operator demand services, DRT vs fixed bus routes during Covid-19. MaaS offers a solution/help to address Covid 19 challenges. There are some barriers around Maas (mostly around open data). However through PriMaas we want to develop and work towards an action plan by making the most of our assets. Issue arising in questions included the potential for MaaS to reach hard to reach areas such aas rural areas and new residential	

	developments, and governance issues.As regards governance, Julie Vinders confirmed that European models generally had a public sector led platform. Jenny Milne mentioned MaaS is led by the Finnish government through Whim. Andrew Ferguson highlighted that new housing developments are currently being looked at separately by way of engagement between SEStran and the Local Development Plan teams of the constituent planning authorities. He confirmed that SEStran are looking to put in some form of platform that can be accessed by all kinds of bus services in the SEStran area, including community transport. The advantage would be that buses won't be tied into fixed lines. Sestran is currently liaising with Viavan who are involved in commercial DRT projects in Kent and Wales. The Kent project appears to have worked because bus 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. Andrew Ferguson also mentioned 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.	**Julie Vinders**
4.	**SHARE-North & Musselburgh plans**	
a)	*Naming exercise using Mural digital workspace* Julie Vinders highlighted SEStran have been working with East Lothian Council on Mobility hubs in the region. This piece of work forms part of the SHARE – North project. Julie Vinders asked the group for input through an online workspace called Mural. Mural is an online platform to post comments in different boxes for brain storming. A few questions were prepared, and Julie Vinders asked the group to work collaboratively. Warm up Task- What do you miss the most and the least from your travel habits pre-Covid. Exercise 1 - 3 questions about sustainable travel Exercise 2 – 2 questions about your personal preferences Exercise 3 – Final questions SEStran will analyse and use the information on plans around mobility hubs; more specifically, looking at a hub in Musselburgh.	**Julie Vinders**

5.	**Regional Transport Strategy Update**	
a)	*Main Issues Report (MIR)* Jim Stewart gave an update on the RTS. SEStran have completed a MIR. The purpose of the MIR is to highlight the Main Issues for the SEStran area to input into the RTS. The rationale for a new RTS includes; • Emerging policy directions • Emerging technological transport opportunities • Challenges for transport networks • Societal and demographic changes The RTS Main Issues identified a total of 36 issues of which 10 main issues were identified. The full report can be accessed on the SEStran website. https://sestran.gov.uk/wp-content/uploads/2020/06/SEStran-Main-Issues-Report.pdf	
b)	*The Next steps are listed below;* • Procure consultancy support • Discussion and engagement with key partners • Main Issues Report sets the framework for discussion • SEStran forums will be involved in the process • Develop and produce a draft RTS • Undertake statutory assessment to support draft • Formal consultation on draft RTS • Finalise RTS • Seek Scottish Government approval of final RTS Jim Stewart emphasised that the impact of Covid means there needs to be a more robust and flexible strategy. Currently we are refining the timescales and a draft of the Strategy will be presented to the board in September next year. Jim Stewart also noted Microsoft Teams and Mural will be useful to develop the strategy going forward and will ask consultancy to put forward how they plan to engage with stakeholders. Jim Stewart also mentioned consultancy support will basically include all elements of procurement.	
6.	**AOCB**	
	Julie Vinders mentioned an update on behalf of TS around the LEZ. Work is slowly picking up again and TS have made a LEZ support fund.	

	https://energysavingtrust.org.uk/scotland/grants-loans/low-emission-zone-support-fund	
7.	**Next meeting**	
a)	*Round-up and review of discussions* Jim Grieve noted there is work to do on MaaS and on Commercial DRT. There is also a Mobility Hub exercise to try come up with a name that the public will understand. Jim Grieve will mention concerns about Spaces for People to the SCOTS executive meeting.	
b)	*Topics/priorities for next meeting* Email Julie Vinders with any ideas	
c)	*Date of next meeting* April 2021 (time and date tbc).	