



**Remote Chief Officer Liaison Group Meeting  
2:00pm Wednesday 17<sup>th</sup> February 2021  
Microsoft Teams**

**Present:**

**Jim Grieve (JS) (Chair)**

Iain Shaw (IS)  
Peter Forsyth (PF)  
Kevin Collins (KC)  
Ken Gourlay (KG)  
Lindsay Haddow (LH)  
Graeme Malcolm (GM)  
Lesley Deans (LD)  
Andrew Ferguson (AF)  
Jim Stewart (JS)  
Hannah Markley (HM)  
Julie Vinders (JV)  
Anna Herriman (AH)  
Keith Fisker (KF)

**SEStran**

City of Edinburgh Council  
East Lothian Council  
Falkirk Council  
Fife Council  
Midlothian Council  
West Lothian Council  
Clackmannanshire Council  
SEStran  
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**Apologies:**

Ewan Kennedy  
Nicola Gill

City of Edinburgh Council  
West Lothian Council

Ref.		Actions
<b>1.</b>	<b>Welcome and Apologies for Absence</b>	
1.1	The Chair welcomed the Officers to the meeting and apologies were noted as above.	
<b>2.</b>	<b>Minutes and Matters Arising</b>	
2.1	<i>Wednesday 21<sup>st</sup> October 2020</i> Agreed as a correct record.	

<b>3.</b>	<b>Financial Reports</b>	
a)	<p><i>Revenue Budget 2021-22 to 2022-23</i></p> <p>IS confirmed Scottish Government have confirmed the grant will be the same for the next financial year. IS shared the appendix of the projects report that went to the board in November 2020. The budget lines will be presented to the March Partnership Board for approval.</p> <p>Some EU projects will be running to conclusion in the next calendar year, although certain EU projects may be extended due to Covid. JG also noted SEStran have secured another £150k from Scottish Enterprise for Thistle Assistance.</p>	
b)	<p><i>Finance Officer's Report</i></p> <p>IS noted there was an underspend on projects due to the pandemic. There was an underspend of just under £100k. The proposal would be to carry it forward into the next financial year.</p>	
<b>4.</b>	<b>Tripshare/Liftshare</b>	
4.1	<p>JS mentioned Liftshare is currently not an option due to the Government guidelines advising against car sharing. If any partner authorities are thinking ahead about promoting Liftshare post Covid, this would be for further discussion.</p> <p>JS noted the other RTPs are also in the same position and are not currently pushing or promoting Liftshare, however there is a possibility of doing a joint procurement approach. Meantime SEstran will need to determine what to do about the existing contract which is up for renewal in autumn.</p>	
<b>5.</b>	<b>DRT/ MaaS Investment Fund Update</b>	
5.1	<p>AF highlighted the MaaS investment fund deadline is Friday 26<sup>th</sup> February (1-year funding). The first demonstrator project will be in East Lothian and tech partners and bus operators will be tied into a collaboration agreement. SEStran have a meeting with Fife Council to discuss their north east Fife flexibus service and there are also other opportunities coming up in other council areas.</p> <p>One of the other outcomes of the project is how best to deal with procurement issues, which will be funded from the PriMaaS project.</p> <p>JV mentioned the core element of the Musselburgh hub is to develop the MaaS platform and trial DRT. JV has had some discussions with TS about the potential of including a flexible pot for additional DRT-related activities.</p>	
<b>6.</b>	<b>RTS Update</b>	
6.1	<p>JS noted STANTEC have been appointed to develop the RTS going forward. JS has written to the Chief Executives and Council Leaders</p>	

	<p>detailing the process of the new RTS for the South East of Scotland Region. Elected members have also been informed. STANTEC have completed their inception and engagement strategy report. LAs will be involved in a multi-disciplinary meeting.</p> <p>JS asked each LA can forward a lead contact (excluding West Lothian) so that STANTEC can organise a meeting with each LA. JS also asked Chief Officers if they could forward any contacts from Community Planning leads. GM suggested creating doodle polls for arranging meetings.</p> <p>KG asked JS to send an email to Chief Officers with more information about what he has asked for.</p>	<p><b>Chief Officers</b></p> <p><b>JS</b></p>
<b>7.</b>	<b>RTPI Update</b>	
	<p>KF highlighted the new system is being developed in partnership with City of Edinburgh Council. Work has progressed and the feed is coming together nicely. The system will be handed over in the beginning of April if successful. Then the RTPI feed will be live, feeding into travel line and beyond.</p> <p>KF proposed to reconvene some training on Novus FX.</p> <p>The new PCs will be ready to be distributed in April once the feed is working so the old PCs will be replaced by windows 10 PCs. West Lothian, Fife Council and Clackmannanshire will be given additional screens with new hardware.</p>	
<b>8.</b>	<b>EU Projects</b>	
	<p>AH gave an update on the SEStran EU projects. There are currently 5 active EU projects. The EU withdrawal agreement will allow SEStran to extend project timescales and delivery which have been delayed as a result of Covid.</p>	
<b>9.</b>	<b>Bus Partnership Fund</b>	
	<p>JG noted the Regional Transport Transition group will be submitting a bid through a corridor based approach. Forth Valley have formed an alliance to submit a separate bid as have Fife. SEStran are involved in each partnership</p>	
<b>10.</b>	<b>Freight Study Update and Presentation</b>	
	<p>KF presented the Forth Freight Study. HM will circulate slides to Chief Officers along with minutes.</p>	<b>HM</b>
<b>11.</b>	<b>Consultation Responses</b>	
	<p>a) Road Safety  b) Union Connectivity  c) M8 and M9 Trunk Roads (Newbridge to Hermiston Gait) (Actively Managed Hard Shoulder and Speed Limit)</p>	

	SEStran are also doing a report on the STPR2 Case for Change.	
<b>12.</b>	<b>AOCB</b>	
	<p>LH raised the issue regarding the Cycle and Walking Safer Streets funding. Due to Covid, LAs haven't managed to spend the money. Scottish Government have noted if LAs do not spend the funding, it cannot be transferred to next year and will be taken back. LH called for collaborative work to deal with this issue.</p> <p>GM noted that West Lothian have looked at their projects carried out last year and changed them around to maximise the grant offers.</p> <p>JG noted that SEStran are happy to take this on and asked LH to send an email with a draft response with some reasons and context about the fund.</p> <p>GM noted the Scottish Government's Regional Recovery and Acceleration Fund. The fund (£420k) has to be spent by 31<sup>st</sup> March 2021. Scottish Government plan to send letters to each LAs to look for bids.</p>	<b>JG/LH</b>
<b>13.</b>	<b>Date of Next Meeting</b>	
	The date of the next meeting is scheduled for <b>2:00pm on Wednesday 26<sup>th</sup> May 2021.</b>	