

**Remote Chief Officer Liaison Group Meeting
2:00pm Wednesday 25th August 2021
Microsoft Teams**

Present:

Jim Grieve (JG) (Chair)

Jason Hedley (JH)
Kevin Collins (KC)
Ken Gourlay (KG)
Lesley Deans (LD)
Iain Shaw (IS)
Jim Stewart (JS)
Cheryl Fergie (CF)
Angela Chambers (AC)
Anna Herriman (AH)
Keith Fiskin (KF)
Andrew Ferguson (AF)

SEStran

Scottish Borders Council
Falkirk Council
Fife Council
Clackmannanshire Council
City of Edinburgh Council
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Apologies:

Graeme Malcolm (GM)
Douglas Proudfoot (DP)
John Curry (JC)
Julie Vinders (JV)

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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 and Matters Arising	
2.1	<i>Wednesday 26th May 2021</i> There were two actions from the previous minute to be carried forward, all other matters were agreed as a correct record.	

	<ul style="list-style-type: none"> JV – to pick up on LEZ groupings when back from Annual Leave. KF – The Novus FX training has been delayed. KF has a list of participants from LAs who will be contacted in due course. 	Julie Vinders Keith Fisken
3.	Financial Reports	
a)	<p><i>Unaudited Accounts 2020/21</i></p> <p>The external audit of the Partnership’s last financial year accounts commenced 3 weeks ago, and there is an underspend of £122K. There is a meeting next week with the auditors to gain feedback. IS anticipates a clean Audit Certificate to present to the Partnership Board in September.</p>	
b)	<p><i>Finance Officer’s Report</i></p> <p>Nothing further to report at this point.</p>	
4.	Tripshare/Liftshare	
4.1	<p>JS updated:</p> <p>It was agreed at the June Board meeting that SEStran would terminate the membership with Liftshare. Covid 19 has impacted and there have been procurement difficulties. Liftshare’s active membership will end on the 30th of September, JS will send a letter to them to confirm we will end the contract.</p> <p>The point was raised that there won’t be a direct connection with authorities when the contract ends, and the LAs’ Liftshare services will have to be utilised through their own platforms.</p> <p>SEStran are keen to develop a new procurement approach with RTPs. This is still under discussion with the other RTPs.</p> <p>JS will feed back to CO’s with any developments after future meetings.</p> <p>JG noted that as the Scottish Government are not encouraging car sharing, it will be beneficial to take a break and re-evaluate this later.</p>	Jim Stewart/Andrew Ferguson Jim Stewart/Andrew Ferguson
5.	DRT/ MaaS Investment Fund Update	
5.1	<p>AF updated:</p> <p>There are two winners of the DRT/MaaS Investment Fund bid for £1million</p> <ul style="list-style-type: none"> Hitrans – to develop the (GO High) MaaS App St Andrews University working with Urban Foresight to create a MaaS App for the St Andrews/Guardbridge area. <p>SEStran came third and are working on a concentrated pilot on East Lothian Journey Hubs but are also keen to support DRT opportunities. AF encouraged anyone that was interested in working with SEStran to get in touch.</p>	

	<p>JV & AF are having a meeting to look at Fife opportunities next week.</p> <p>TS are looking at a procurement framework that may support separate funding for DRT. AF has been talking to Nicola Gill regarding this. LD was interested, AF advised LD to follow this up with him and Nicola Gill.</p> <p>ATCO and RTPs have been pressing the point that there is more funding needed for DRT.</p> <p>JG noted that there is a UK Levelling Up Fund and there may be possibilities led by LAs for funding.</p> <p>AH added a link into the teams meeting chat – https://www.scottish-enterprise.com/support-for-businesses/funding-and-grants/business-grants</p> <p>KF to contact Scottish Enterprise for funding.</p> <p>JH discussed a Levelling Up bid that Scottish Borders are working on. The bid will include some elements of DRT. He pointed out that Graeme Johnstone was a more suitable person to talk to around this, but he was happy to share ideas with LD.</p> <p>AH recently attended the RTWG with David Hannah. He said there may be a regional route with regards to these UK funds moving forward. This may create a challenge as the eligibility is usually based on which areas will benefit more due to deprivation.</p>	<p>Keith Fisken</p>
6.	RTS Update	
6.1	<p>JS updated: The Case for Change has been finalised and can be found on the SEStran website. Comments have been minor.</p> <p>The RTWG are meeting to discuss the development of regional priorities. Work is ongoing to finalise the next stage of the RTS and the initial appraisal draft report has been completed. There have been around 70 high-level interventions that could be taken forward, and SEStran are in discussions with Stantec regarding this. JS will share the report as soon as possible.</p> <p>There will be an extra board meeting in October There needs to be a cross check between RTS and STPR2 as the documents need to align.</p> <p>JS highlighted that timing is tight for submitting the report to Committees and Boards for comment. The consultation process will start end of Oct - early Nov. JS would like to finalise the RTS in Jan/Feb 2022.</p>	<p>Jim Stewart</p>

	<p>JS and CF will liaise regarding the minute from this meeting being distributed. It was noted that putting a header on the email to bring deadlines to the attention of the CO's would be beneficial.</p>	<p>Jim Stewart</p>
7.	<p>RTPI/Bus Partnership Fund Update</p>	
	<p>KF updated on RTPI:</p> <p>The roll out has started on the new RTPI system, with final testing this week. The final date for going live will be the second week of September. There is a specific SEStran project team taking care of the management of this.</p> <p>There is a meeting taking place on Monday at 2pm to discuss RTPI updates etc. KF will circulate a meeting invite link to LAs.</p> <p>Work has commenced on the Livingston Centre, Clackmannanshire, Ferrytoll and Galashiels Interchange. There have been some data issues, these have now been addressed.</p> <p>Things to be noted for future RTPI provisions are:</p> <ul style="list-style-type: none"> • There must be adequate accessible power to sites and the dig is limited to 1-2 metres for connection. • There needs to be at least two weeks' notice for Novus FX updates. <p>There is still some equipment that can be used if anyone is interested in setting a new site up.</p> <p>AF & AH Updated on BPF:</p> <p>The 1st round of successful bids has been announced:</p> <ul style="list-style-type: none"> • Edinburgh Corridors • West Fife • Forth Valley <p>Central and East Fife must provide additional information regarding connectivity issues around Levenmouth, as there may be a duplication in funding to consider.</p> <p>There has been £4.28million awarded to the region in total for feasibility.</p> <p>There are two Bus Alliances looking to bid in the October funding window.</p> <ul style="list-style-type: none"> • West Lothian Bus Alliance using SYSTRA as a consultant. • Midlothian Bus Alliance using WSP as a consultant. <p>SEStran have given assistance as with the other Bus Alliances.</p>	<p>Keith Fisken</p>

	<p>There is a lot of car usage outside Edinburgh and the Midlothian Bus Alliance bid would enable the re-examination of the orbital route beyond the city bypass. There is interesting work coming out of Stantec's works for RTS: an interface between the two would be beneficial for the region.</p>	
8.	SCOTRAIL May 2022 Timetable Discussion	
	<p>KF updated:</p> <p>SEStran has submitted a response to LNER for the Cross Borders consultation. After over 5000 responses the Cross Border timetable has been delayed until 2023. There will be a more detailed, comprehensive consultation.</p> <p>Ewan Tait has given Officers and Members an update on the ScotRail May 22 consultation, with an opportunity for feedback. There has not been much feedback so far.</p> <p>The consultation has gone live, and Sustran will gather a regional response.</p> <p>KF will circulate a link for the consultation & organise a ScotRail 4 weekly catch up. KG & KC agreed.</p>	Keith Fisken
9.	AOCB	
	<p>JG asked if there was any preference for this meeting to be held in the morning or afternoon. KG & KC both agreed that as the meeting is held online, they could be flexible.</p> <p>JS attended The Tactran Liaison Group. He noted there are 3 consultations from Scottish Government.</p> <ul style="list-style-type: none"> • Parking Fines • Bus Transport Act 3 • Workplace Parking Levy <p>It would be useful to get a gauge for how the LAs are going to respond. JS will send an email round asking for input.</p>	Jim Stewart
10.	Date of Next Meeting	
	The date of the next meeting is scheduled for 2:00pm on Wednesday 10th November 2021	