

SEStran Partnership Board Minutes

10am, Friday 20 November 2020

Microsoft Teams

<u>Present</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Gordon Edgar (Chair)	Scottish Borders Council
	Laura Alexander	Non-Councillor Member
	Cllr Colin Davidson	Fife Council
	Cllr Ian Ferguson	Fife Council
	Cllr Jim Fullarton	Scottish Borders Council
	Cllr Paul Garner (substituting for Councillor Collie)	Falkirk Council
	Vivienne Gray	Non-Councillor Member
	Cllr Jim Goodfellow (substituting for Councillor Norman Hampshire)	East Lothian Council
	Simon Hindshaw	Non-Councillor Member
	Cllr Chris Horne	West Lothian Council
	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
	Cllr Mike Watson	Clackmannanshire Council
	Paul White	Non-Councillor Member

In Attendance

Kevin Collins	Falkirk Council
Angela Chambers	SEStran
Andrew Ferguson	SEStran
Keith Fisker	SEStran
Peter Forsyth	East Lothian Council
Jim Grieve	SEStran
Anna Herriman	SEStran
Peter Jackson	SEStran
Karen Jones	Azets
Graeme Johnstone	Scottish Borders Council
Dave Kenny	Midlothian Council
Gavin King	City of Edinburgh Council (Secretary)
Graeme Malcolm	West Lothian Council
Hannah Markley	SEStran
Martin Scott	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council
Jim Stewart	SEStran
Julie Vinders	SEStran

Apologies for Absence

Cllr Fiona Collie	Falkirk Council
Cllr Dave Dempsey	Fife Council
Ken Gourley	Fife Council
Cllr Norman Hampshire	East Lothian Council
Callum Hay	Non-Councillor Member
Ewan Kennedy	City of Edinburgh Council

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 19 June 2020 as a correct record.
- 2) To agree the minute of the Performance and Audit Committee of 11 September 2020 as a correct record.
- 3) To agree the minute of the Performance and Audit Committee of 6 November 2020 as a correct record.

A2. External Audit Annual Report 2019/20

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

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.
(Reference – report by the Treasurer, submitted)

A3(a). Audited Annual Accounts 2019/20

Approval was sought for the audited annual accounts for the year ended 31 March 2020.

Decision

- 1) To note the audited accounts and the Auditor's opinion in the audit certificate.
- 2) To authorise the Audited Annual Accounts for signature.

(References – SEStran Partnership Board 19 June 2020 (item A3); report by the Treasurer, submitted)

A3(b). Finance Officer's Report

The Board considered a report which provided a 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. An analysis of financial performance to the end of September 2020 was presented.

Decision

- 1) To note the forecast break-even position on the Core revenue budget
- 2) To note the forecast Projects net underspend of £18,000, reflecting project slippage in 2020/21.
- 3) To note the Partnership's reserves will be reviewed as part of the process to set a revenue budget for 2021/22.

(Reference – report by the Treasurer, submitted)

A3(c). Financial Planning 2021-2024

An update was provided on the financial planning being progressed for the Partnership for the 2021/22 revenue budget, together 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)

A3(d). 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

To note the investment activity undertaken on behalf of the Partnership.

(Reference – report by the Treasurer, submitted)

A4. Draft Annual Report 2019/20

Details were provided of SEStran's draft Annual Report for the year 2019/20, and approval was sought for its publication.

Decision

- 1) To approve the draft Annual Report for 2019/20 and to approve that the Partnership Director be given authority to complete the suggested amendments made at the meeting and to then publish the report.
- 2) To note that young people still had to pay by cash on buses in order to receive a Young Scot Card reduction and that an update would be provided on this.

(Reference – report by the Partnership Director, submitted)

A5. Covid-19 Response Regional Transport Transition Planning Group

As part of its response to the pandemic, the Scottish Government had set up a number of Transport Transition Groups to co-ordinate the local authority, RTP and Government response to mitigate the effects of Covid19 on the country's transport network. These comprised a National Advisory Group and two Regional Groups for the Edinburgh and Glasgow regions.

An update was provided on the work of the South East Scotland Transport Transition Group, and SEStran's involvement in it.

Decision

- 1) To note SEStran's involvement in the South East Scotland Transport Transition Group.
- 2) To note that Catherine Thomson would share the Ways of Working presentation from her employer with the Partnership Director and this may be presented to the Board at a future meeting.

(Reference – report by the Partnership Consultant, submitted)

Declaration of interests

Paul White declared a financial interest as the Director of the Trade Association representing Bus and Coach companies in Scotland.

A6. Projects 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 the progress in delivering on current projects, and that impacts or delays were recorded in relation to Covid-19.
- 2) The note that the Senior Partnership Manager would confirm with the Active Travel Officer why the cross-border link at A703 to the A702 into the south of Edinburgh via Morningside was not included as a cross-border link and confirm this with Dave Kenny.

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

A7. New Regional Transport Strategy (RTS): Update Report

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. An update was provided on the new RTS.

Decision

- 1) To note the recommencement of work on STPR2 and the proposed two phases of delivery.
- 2) To note 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.
- 3) To note 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.

(References – SEStran Partnership Board 19 June 2020 (item A4); report by the Strategy and Projects Officer, submitted)

A8. Programme of Meetings 2021

The proposed calendar of SEStran Partnership Board meetings in 2021 along with the full schedule of SEStran meetings was submitted.

Decision

- 1) To approve the proposed programme of meetings for 2021.
- 2) To note that venues were still to be confirmed and would be agreed when guidance allowed.
- 3) To note that the decision to host some or all of a meeting on a physical, rather than virtual basis, would be dependent on the successful rollout of the

vaccination programme, and that Members could, if they so wished, share their current vaccination status with the Business Manager in advance of meetings, on a confidential basis.

(Reference – report by the Business Manager, submitted)

A9. Date of Next Meeting

Decision

To note that the next meeting would be held on Friday 19 March 2021 at 10am.

B1. Public Services Reform (Scotland) Act 2010 (PSRA)

The Regional Transport Partnerships were included in the schedule of the Public Services Reform (Scotland) Act 2010. This required annual publication of certain information and the report advised the Board of the information to be published.

Decision

To note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in appendix 1 of the report.

(Reference – report by the Business Support Officer, submitted)

B2. Climate Change Duties Report 2019/20

The Board received a report which outlined SEStran's responsibilities, as a public body, in relation to the Climate Change Act (Scotland) 2009.

Decision

To note the report.

(Reference – report by the Active Travel Officer, submitted)

B3. 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 6 November 2020 for comments and these were reflected in the final risk register.

Decision

To note the report.

(References – Performance and Audit Committee 6 November 2020 (item A7); report by the Senior Partnership Manager, submitted)

B4. NESTRANS RTS

The Board were advised on the consultation response to the draft Regional Transport Strategy for North East Scotland – Nestrans 2040.

Decision

To note the response to the consultation on the Nestrans draft Regional Transport Strategy as set out in Appendix 1.

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

B5. Consultation Responses

B5.1 East Lothian Council ClimatEvolution Response

An update on the SEStran response to the ClimatEvolution consultation which closed in September 2020 was provided.

Decision

To note the terms of the consultation response.

(Reference – report by the Active Travel Officer, submitted)

B5.2 Response to Consultation on a Review of the Highway Code

The Board were advised on the UK Government's consultation on a review of the Highway Code, and the final response submitted, following consultation with Members.

Decision

To 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.

(Reference – report by the Partnership Consultant, submitted)

B6. Minutes

Decision

- 1) To note the minute of the Equalities and Access to Healthcare Forum of 3 June 2020.
- 2) To note the minute of the Equalities and Access to Healthcare Forum of 2 October 2020.
- 3) To note the minute of the Chief Officers Liaison Group Meeting of 19 August 2020
- 4) To note the minute of the Chief Officers Liaison Group Meeting of 21 October 2020.
- 5) To note the minute of the Integrated Mobility Forum of 8 October 2020.