



**Remote Chief Officer Liaison Group Meeting  
2:00pm Wednesday 26<sup>th</sup> May 2021  
Microsoft Teams**

**Present:**

**Jim Grieve (JG) (Chair)**

Jamie Robertson (JR)  
Jason Hedley (JS)  
Graeme Johnstone (GJ)  
Kevin Collins (KC)  
Ken Gourlay (KG)  
Graeme Malcolm (GM)  
Lesley Deans (LD)  
Jim Stewart (JS)  
Hannah Markley (HM)  
Julie Vinders (JV)  
Anna Herriman (AH)  
Keith Fiske (KF)  
Peter Jackson (PJ)

**SEStran**

City of Edinburgh Council  
Scottish Borders Council  
Scottish Borders Council  
Falkirk Council  
Fife Council  
West Lothian Council  
Clackmannanshire Council  
SEStran  
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SEStran

**Apologies:**

Daisy Narayanan  
Iain Shaw  
Peter Forsyth  
Andrew Ferguson

City of Edinburgh Council  
City of Edinburgh Council  
East Lothian Council  
SEStran

| 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 17<sup>th</sup> February 2021</i><br>Agreed as a correct record.     |         |

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| <b>3.</b> | <b>Financial Reports</b>  |  |
| a)        | <i>Unaudited Accounts 2020/21</i><br><br>There was an under spend of £122k (core budget and projects budget) RTPI was £22k over budget. The provision of the Transport 2019 act allows a reserve policy of 29k.   |  |
| b)        | <i>Finance Officer's Report</i>   |  |
| <b>4.</b> | <b>Tripshare/Liftshare</b>  |  |
| 4.1       | Due to the current restrictions there is no appetite for a regional Tripshare approach. JS met with RTP Lead Officers to discuss a way forward with the procurement side. The Leads were interested to approach Transport Scotland to see if there is a national platform for them to take forward. However, there are currently data issues associated with any type of contract. JS noted that there could be an option for the RTP Leads to jointly fund a consultant to create a contract.<br><br>The plan is to take a board report in September to recommend a future procurement strategy and investigate how to take the project forward. |  |
| <b>5.</b> | <b>DRT/ MaaS Investment Fund Update</b>   |  |
| 5.1       | JV gave a brief update on DRT and the MaaS Investment Fund. SEStran submitted a project bid to the MaaS fund to develop a SEStran DRT MaaS platform. For example mobility hubs in East Lothian, Musselburgh and then expand into other areas.<br><br>Currently there is no news on the outcome yet, however JV will keep COs updated. There was £1million left and 15 applications in total so TS have still to make their decision.<br><br>GJ highlighted the levelling fund because SBC are looking at a DRT proposal so there might be an opportunity to link in with the work in SEStran.   | <b>Julie Vinders</b>                         |
| <b>6.</b> | <b>RTS Update</b>   |  |
| 6.1       | JS noted the consultation stage is complete, around 1000 responses from the survey were received. Currently waiting on a draft of Stantec's report. JS will circulate once received.<br><br>JS also highlighted a draft Case for Change for the RTS was received. SEStran have given Stantec some feedback with a few amendments needed. JS will send round to COs once available.<br><br>The next steps include;<br>•Objective setting<br>•Long list options generation<br>•Reporting case for change<br>•Options appraisal and strategy developing  | <b>Jim Stewart</b><br><br><b>Jim Stewart</b> |

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|            | <p>JS made COs aware of the ESES RTWG meetings to discuss the basic outline structure of the RTS. The first one is on Wednesday the 9<sup>th</sup> June and the second one is on Wednesday 7<sup>th</sup> July.</p> <p>Following the two meetings, a draft RTS will be prepared and then circulated prior to the September board meeting.</p>   |                      |
| <b>7.</b>  | <b>RTPI/Bus Partnership Fund Update</b>   |                      |
|            | <p>KF noted the RTPI system is currently working through the development stage and is making process because the system has passed the factory testing. The system handover will be in July. A data group meeting with bus operators and LAs was well attended.</p> <p>KF mentioned Novus FX training for each LA is a priority and Trapeze will be organising the training. Each LA should receive an invite to attend the training in due course.</p> <p>JG highlighted Transport Scotland have been clear that the Bus Partnership Fund is all about infrastructure and will not actually fund RTPI. However there is a strong believe RTPI is an important tool to get people on buses.</p> | <b>Keith Fiskien</b> |
| <b>8.</b>  | <b>Freight Study Update and Presentation</b>  |                      |
|            | <p>KF advised that the freight study was progressed in 2020 and the case for change report was submitted to Transport Scotland.</p>   |                      |
| <b>9.</b>  | <b>Thistle Assistance Journey Planner Presentation</b>  |                      |
|            | <p>KF gave a brief update on the Thistle Assistance Journey planning concept. The phase 1 work is complete and the programme was looking for funding to take phase 2 forward. The Thistle Assistance Programme has been successful and received £150 000 from Scottish Enterprise to complete the phase 2 work over 12 months.</p> <p>The aim is to develop a platform to integrate existing navigation services by developing the mobile and website base application.</p>   |                      |
| <b>10.</b> | <b>Do the Ride Thing</b>  |                      |
|            | <p>PJ mentioned the Awareness campaign was created in the process of GO-Ebike. The messaging around covid is currently being adapted and a media campaign has just started.</p> <p>At the end of summer there will be more on street posters to reinforce messaging about sharing space. Furthermore, videos are being finalised and edited and then websites will be going live.</p> <p><a href="https://www.dotheridething.co.uk/">https://www.dotheridething.co.uk/</a></p>  |                      |

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| <b>11.</b> | <b>ScotRail Timetable</b>  |                      |
|            | <p>Each LA have fed back into discussions with ScotRail regarding the timetable. ScotRail are proposing a post covid timetable and will be submitting it to the Scottish Government. The outcomes are still being worked through.</p> <p>The updated timetable will go live from December 2021 – May 2022, however timescales are still being discussed.</p> |                      |
| <b>12.</b> | <b>AOCB</b>  |                      |
|            | <p>JV advised that the Edinburgh LEZ Delivery group has picked up work again. Previously there were regional LEZ groupings before Covid. COs are interested to attend the regional LEZ groupings again. JV will begin to schedule meetings in the diary.</p>   | <b>Julie Vinders</b> |
| <b>13.</b> | <b>Date of Next Meeting</b>  |                      |
|            | <p>The date of the next meeting is scheduled for <b>2:00pm on Wednesday 25<sup>th</sup> August 2021.</b></p>   |                      |