

SEStran Partnership Board Minutes

10am, Friday 18 June 2021

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 Karen Doran	City of Edinburgh Council
Cllr Jim Fullarton	Scottish Borders Council
Vivienne Gray	Non-Councillor Member
Cllr Norman Hampshire	East Lothian Council
Cllr Chris Horne	West Lothian Council
Cllr Russell Imrie	Midlothian Council
Richard Llewellyn	Non-Councillor Member
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Laura Murtagh	Falkirk Council
Cllr Cameron Rose	City of Edinburgh Council
Cllr Peter Smail	Midlothian Council
Catherine Thomson	Non-Councillor Member
Barry Turner	Non-Councillor Member
Paul White	Non-Councillor Member

In Attendance

Kevin Collins	Falkirk Council
Angela Chambers	SEStran
Andrew Ferguson	SEStran
Keith Fisker	SEStran
Nicola Gill	West Lothian Council
Jim Grieve	SEStran

Anna Herriman	SEStran
Beth Harley-Jepson	SEStran
Peter Jackson	SEStran
Karen Jones	Azets
Graeme Johnstone	Scottish Borders Council
Alec Knox	Stantec
Scott Leitham	Stantec
Jamie Robertson	City of Edinburgh Council
Martin Scott	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council
Dheeraj Shekhar	City of Edinburgh Council
Jim Stewart	SEStran
Julie Vinders	SEStran

Apologies for Absence

Cllr Craig Hoy	East Lothian Council
Cllr David Key	City of Edinburgh Council
Cllr Dave Dempsey	Fife Council
Dr Doreen Steele	Non-Councillor Member
Callum Hay	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 19 March 2021 as a correct record.
- 2) To agree the minute of the Performance and Audit Committee of 4 June 2021 as a correct record.

A2. Internal Audit 2020/21

The City of Edinburgh Council Internal Audit (IA) team performs one annual review to provide assurance over the controls established to mitigate certain key SEStran partnership risks. An update on the outcomes of the 2020/21 SEStran Internal Audit review was provided.

Decision

- 1) To note the outcomes of the 2020/21 IA review, and the associated costs.

- 2) To endorse the agreement of the Performance and Audit and Committee that the Chief Internal Auditor would engage with the Partnership Director at the start of audit to assess what the imminent risk was for the organisation to plan and scope the audit.

(References – SEStran Performance and Audit Committee, 4 June 2021 (item A5); report by the Chief Internal Auditor, submitted)

A3(a). Unaudited Annual Accounts 2020/21

The unaudited Annual Accounts for the year ended 31st March 2021 were presented in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

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 due course.

(References – SEStran Performance and Audit Committee, 4 June 2021 (item A6); report by the Treasurer, submitted)

Declaration of Interest

Councillor Cameron Rose declared a non-financial interest as a quasi-Trustee member of the Lothian Pension Fund.

A3(b). Annual Treasury Report 2020/21

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 2020/21 was presented.

Decision

To note the Annual Treasury report for 2020/21.

(References – SEStran Performance and Audit Committee, 4 June 2021 (item A6); report by the Treasurer, submitted)

A4. Draft Business Plan 2021-2024.

At its meeting on 5th March 2021, the Performance and Audit Committee approved a draft Business Plan for forward transmission to the March Board. Approval was sought on the proposed three-year Business Plan.

During discussion, the Partnership Director provided assurances that every effort would be made to ensure the necessary linkages to the City Deal and their plans for the region would be incorporated in the Plan.

Decision

- 1) To note the terms of the report.

- 2) To agree the terms of the Business Plan 2021-22 – 2023- 24, delegating to the Partnership Director in consultation with the Chair any amendments to take account of any comments by Members at this meeting, or otherwise of a technical or non-substantive nature.
- 3) To agree to updates to the Plan being brought back for further scrutiny in due course.

(References – SEStran Performance and Audit Committee, 4 June 2021 (item A9); report by the SEStran Consultant, submitted)

A5. Projects Performance Report

Information was provided on the current status and progress of the various projects SEStran was involved in. The update set out where effects of Covid-19 restrictions had an impact on delivery timescales.

The Senior Partnership Manager advised that since publication of the report, confirmation had been received of three further EU project extensions. These projects were the Bling Project and the Surflogh Project which had a fully funded 18-month extension. The Connect project had a time only extension.

Decision

- 1) To note the progress outlined in the Performance Report (Appendix 1) including impacts and delays recorded in relation to Covid-19.
- 2) To note the amendments to the performance report template to include information on end dates where appropriate.
- 3) To note the agreed extension to the Share-North project.
- 4) To note the decision by the Partnership Director, to award a contract to Tetra Tech, as outlined in paragraphs 4.2 and 4.3 of the report.
- 5) To agree a detailed report be brought to a future Board as soon as is practicable, outlining reviewed options available for providing trip-sharing services.
- 6) To agree no continuation award will be made to Liftshare after September 2021, leading to a break in service provision in the SEStran area.

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

A6. Presentation - Do the Ride Thing

Keith Fisker and Peter Jackson provided a presentation updating the Board on the 'Do the Ride Thing' campaign. The campaign was originally developed to support the Go e-Bike bike sharing programme in 2019. The aim was to increase awareness of e-bikes, promote the health benefits specifically of their use and advocate responsible cycling behaviours on cycle paths and tracks around the region.

The project team worked alongside active travel partners to signpost individuals to their other programmes and to their sources of useful information. The previous year had seen a significant change to the website and development for media campaign. Some

of the graphics had been changed to reflect where the campaign had progressed to and specifically the messaging in response to the Covid-19 pandemic.

The media campaign was intended to reach a wide audience across the region. Consultants had captured the aims of the project and through their research and other recent work, were able to identify where the campaign would be most effective through different media outlets. The campaign was split across the year to maximise the impact of messaging across the various outlets. From market research, social media had seen the largest increase in coverage in the previous year. This influenced the bias in terms of the media that had been chosen as that was spaced out over the year.

Initial results showed half a million impressions were made with a conversion rate that sat at twice the industry benchmark for social media.

Alongside the social media campaign was online advertising through news partners. This also had a positive conversion sitting at twice the industry benchmark for online advertising. The final element was radio trailers, the results of which were not yet known.

It was noted the project was a good example of a project adapting, developing and working in partnership. SEStran worked closely with SUStrans, Cycling Scotland, Transport Scotland and Local Authority partners across the region.

During discussion Members noted that it would be beneficial for the campaign to engage with cycle clubs and the disabled community

Decision

To note the presentation.

A7. Regional Transport Strategy 2035: Case for Change - Update Report

An update was provided on progress with the ongoing work to develop the new Regional Transport Strategy (RTS)

Decision

- 1) To note the continuing progress to deliver a new SEStran Regional Transport Strategy 2035.
- 2) To note the role of the Case for Change, in the development of the RTS.
- 3) To note that the final Case for Change will be updated to reflect the SEA and Equalities Impact Assessment assessment reports recommendations.
- 4) To note that the next stage of the process would refine and develop the specific policies, strategies and options for inclusion in RTS 2035.
- 5) To note the proposed Strategic Objectives identified in the draft Case for Change.

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

A8. Date of Next Meeting

To note that the next meeting would be held on Friday 24 September 2021 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.

Decision

To note the report.

(References – Performance and Audit Committee 4 June 2021 (item A7); report by the Business Manager, submitted)

B2. Consultation Responses

B2.1 New Cycling Framework for Scotland

Details were provided of SEStran's response submitted to Transport Scotland for the development of a new strategic Cycling Framework for Active Travel in Scotland

Decision

To note the terms of the consultation response.

B2.2 Coronavirus COVID-19 Guidance on Temporary Traffic Regulation Orders and Notices

Decision

To note that SEStran would be responding to this consultation.

B3. Minutes

Decision

- 1) To note the minute of the Equalities and Access to Healthcare Forum of 31 March 2021.
- 2) To note the minute of the Integrated Mobility Forum of 27 April 2021.
- 3) To note the minute of the Logistics & Freight Forum – 19 May 2021
- 4) To note the minute of the Chief Officers Liaison Group meeting of 26 May 2021.