



**Remote Chief Officer Liaison Group Meeting
2:00pm Wednesday 10th November 2021
Microsoft Teams**

Present:

Anna Herriman (AH) (Chair)

Jason Hedley (JH)
Peter Forsyth (PF)
Lesley Deans (LD)
Iain Shaw (IS)
Jim Stewart (JS)
Cheryl Fergie (CF)
Keith Fisker (KF)
Andrew Ferguson (AF)
Julie Vinders (JV)
Graeme Malcolm (GM)
Graeme Johnstone (GJ)
John Mitchell (JM)

SEStran

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

Apologies:

John Curry
Kevin Collins
Ken Gourlay
Jim Grieve

Scottish Borders Council
Falkirk Council
Fife Council
SEStran

Ref.		Actions
1.	Welcome and Apologies for Absence	
	The Chair welcomed the Officers to the meeting and apologies were noted as above.	
2.	Minutes and Matters Arising	
	<i>Wednesday 25th August 2021</i> Agreed as a correct record.	
3.	Financial Reports	
a)	<i>Financial Plan 2022/23 to 2024/25</i>	

b)	<p><i>IS advised that the PB will receive a report on the current year financial position, there is an underspend of £77,000. The intention is to carry this forward into the next financial year. The underspend can be attributed to the following factors:</i></p> <ul style="list-style-type: none"> • <i>Additional re-charges to external projects</i> • <i>Continued working from home</i> <p><i>Finance Officer's Report</i></p> <p><i>IS advised that a financial planning report to include an update of projects for the next three years will go to the PB. This report will anticipate that SG and Council funding will remain at existing levels. This report will also go to P&A next week.</i></p>	
4.	Tripshare/Liftshare	
4.1	<p>Jim Stewart provided an update, and the key points were noted.</p> <p>The formal contract ceased end of September although there is still access to the general platform. SEStran have been liaising with Liftshare to formally agree a date to close it down. JS will circulate a date when this has been agreed.</p> <p>RTPs met with SG to discuss a possibility of a national platform. The meeting was positive but is for ongoing discussion. SG see potential links with Maas and DRT.</p> <p>There is now a need for RTPs to decide how to set up a procurement platform. JS will liaise with COs as this develops.</p>	<p>JS</p> <p>JS</p>
5.	DRT/ MaaS Investment Fund Update	
5.1	<p>Julie Vinders provided an update, and the key points were noted:</p> <p>The SEStran bid came third, meaning the project can't be funded as a whole. SEStran are working with partners and TS to scale down the project, focusing on the East Lothian pilot. A revised proposal has been submitted. TS will approach their board for final approval. All going well the project will launch early 2022. TS are very interested in the DRT aspect of this, particularly the tech solutions. For a discussion on how SEStran can help with any other MaaS or DRT projects elsewhere in the region contact JV or AF.</p> <p>AH commented that shared learning sessions will continue to be a key part of the project.</p>	
6.	RTS Update	
	<p>Jim Stewart provided an update, and the following points were noted:</p>	

	<p>The final Draft RTS was approved by the PB on 29/10/21. There is information on the SEStran website about the formal consultation and a link to the virtual engagement hub.</p> <p>JS is keen to work with COs to publicise this. He will circulate the link and is hoping for engagement.</p> <p>It will be beneficial to reconvene the case for change group to take this forward and JS will be happy to discuss this further.</p> <p>If anyone anticipates a problem with the February deadline for the consultation process, JS would appreciate being notified as soon as possible. SEStran would like to take the final draft RTS to the PB in March 2022 prior to the elections.</p> <p>GM praised JS for doing well with the RTS, he attended the RTS session with the PB and it was very interactive.</p> <p>GJ questioned whether the RTS strategy is assimilated to link with NPF4. JS noted this will kept under review, and any consequent changes necessary to the RTS approved by the PB if necessary.</p> <p>GJ would like to discuss the South of Scotland Regional Economic Strategy with JS, he will be in touch.</p> <p>AH highlighted there has been a letter sent to Council Leaders and CEO's setting out what the RTS is there to achieve and to seek input and approval.</p>	<p>JS</p> <p>JS</p> <p>GJ</p>
7.	RTPI Update	
	<p>Keith Fiskien provided an update, and the following points were noted:</p> <p>The final testing has been delayed although the RTPI system has been handed over and should be finalised on 11th November. Equipment that has been installed will start to go live. Real Time may take a further 1-2 weeks.</p> <p>SEStran are waiting for Clackmannanshire Council to feedback regarding the quote for the dig. LD said this has been passed over to DLO for approval.</p> <p>KF took the opportunity to remind everyone power and dig surveys and scoping should be completed in advance to stop potential hiccups.</p> <p>KF will have a call with the data group next week to find gaps in data. It will be important to remind bus operators to note changes as early as possible.</p> <p>SEStran and Trapeze will run training sessions for Novus FX</p> <ul style="list-style-type: none"> • Introduction in December • Advanced in January <p>Contact KF if anyone is interested.</p>	<p>All</p>

	<p>PF congratulated KF. He questioned what the next steps were to integrate journey and mobility hubs.</p> <p>KF stated:</p> <ul style="list-style-type: none"> • Investment and rollout • utilizing the new content management system • Capability for using web-based departure boards. <p>PF suggested a workshop regarding income generation for mobility hubs and RTPi screens. KF thought this was a good idea and will facilitate this.</p> <p>There will be a small charge for LAs per year for RTPi screens, this is anticipated to be around £1000 a year.</p> <p>AF suggested there may be income generation through Maas and DRT. KT and AF will discuss.</p>	<p>KF</p> <p>KF/AF</p>
8.	Bus Partnership Fund	
	<p>Andrew Ferguson provided an update, and the following points were noted:</p> <p>There are 5 bids into the BPF, they are at various stages and are progressing well.</p> <ul style="list-style-type: none"> • FVBA • Fife • Edinburgh Corridors • Midlothian • West Lothian <p>AF suggested when consultants are appointed, they should be encouraged to communicate with each other to ensure consistency.</p> <p>There was a discussion regarding the funding processes from TS for BPF & BSIP requirements.</p> <p>It was noted that there will be various approaches to this but working closer with Bus Operators is going to be key. There are challenges to be faced to ensure the best strategic allocation of funding.</p> <p>In a wider discussion on current funding models for active travel delivery and competitive funding approaches more generally GM suggested a collective CO approach to Transport Scotland to discuss the issues that were raised. AH suggested that this could perhaps be brought up in the RTS process but SEStran colleagues will give this some thought.</p>	
9.	AOCB	
	<p>There was no other business to discuss.</p>	

10.	Date of Next Meeting	
	The date of the next meeting is TBC	