

## SEStran Partnership Board Minutes

10am, Friday 3 December 2021

Microsoft Teams

### Present

<u>Name</u>	<u>Organisation Title</u>
Cllr Gordon Edgar (Chair)	Scottish Borders Council
Laura Alexander	Non-Councillor Member
Cllr Donald Balsillie (A1-A3)	Clackmannanshire Council
Cllr Lachlan Bruce	East Lothian Council
Cllr Dave Dempsey (A1-A2)	Fife Council
Cllr Karen Doran	City of Edinburgh Council
Vivienne Gray	Non-Councillor Member
Cllr Chris Horne	West Lothian Council
Simon Hindshaw	Non-Councillor Member
Richard Llewellyn	Non-Councillor Member
Cllr Lesley Macinnes (A1-A2)	City of Edinburgh Council
Cllr John McMillan (A1-A5)	East Lothian Council
Cllr Claire Miller	City of Edinburgh Council
Cllr Laura Murtagh (A1-A5)	Falkirk Council
Cllr Cameron Rose	City of Edinburgh Council
Doreen Steele	Non-Councillor Member
Catherine Thomson	Non-Councillor Member
Barry Turner	Non-Councillor Member

### In Attendance

Joanna Buggy	BEAR Scotland
Kevin Collins	Falkirk Council
Angela Chambers	SEStran
Tommy Deans	BEAR Scotland
Cheryl Fergie	SEStran

Andrew Ferguson	SEStran
Keith Fisken	SEStran
Peter Forsyth	East Lothian Council
Ken Gourlay	Fife Council
Jim Grieve	SEStran
Anna Herriman	SEStran
Peter Jackson	SEStran
Graeme Johnstone	Scottish Borders Council
Graeme Malcolm	West Lothian Council
Iain Shaw	City of Edinburgh Council
Sarah Stirling	City of Edinburgh Council
Julie Vinders	SEStran

### **Apologies for Absence**

Cllr Colin Davidson	Fife Council
Cllr Ian Ferguson	Fife Council
Cllr Jim Fullarton	Scottish Borders Council
Cllr David Key	City of Edinburgh Council
Cllr Peter Smail	Midlothian Council

## **A1. Presentation – Trunk Roads in South East Scotland**

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Joanna Buggy and Tommy Deans from BEAR Scotland provided a presentation on the work carried out by the organisation to maintain trunk roads in South East Scotland.

BEAR Scotland was formed in 2000 as an alliance between three roads sector organisations which joined together to provide maintenance of trunk roads in Scotland. They were responsible for the North East, North West and South East contracts.

In South East Scotland the annual budget was £62m, covering territory from South Fife to Stirling and down to the Scottish Borders. A total of 506km of trunk roads were covered and 870 bridges/structures.

BEAR Scotland had committed to a higher standard of maintenance with road AI being utilised in safety inspections. More focus was being given to route strategies, to route by route improvements, and to improve accessibility for vulnerably road users. The organisation valued enhanced collaboration and a customer focus and were keen to be proactive in engaging with customers to improve their experience.

On motorways BEAR Scotland were involved in every aspect of work. On single carriageways they carried out almost all works except for sweeping and litter picking which were still contracted to councils.

A big focus for the organisation was on emergency response. A 24 hour response was provided and a one hour target response for responding to calls in emergencies with an approximately 98% compliance rate. Trunk Road Incident Support vehicles were out on the roads twelve hours a day on patrol and had a 20 minute response time to help with broken down vehicles and aiding the police with road traffic collisions.

The winter service was provided 24/7 from 1 October to 15 May with a 1 hour emergency response time.

During the discussion it was raised that it would be helpful for BEAR Scotland to give the presentation to the East Lothian Community Council. Councillor McMillan agreed to arrange this with the presenters.

### **Decision**

To note the presentation.

## **A2. Minutes**

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### **Decision**

- 1) To agree the minute of the SEStran Partnership Board of 24 September 2021 as a correct record.
- 2) To agree the minute of the SEStran Partnership Board of 29 October 2021 as a correct record.
- 3) To agree the minute of the Succession Planning Committee of 18 November 2021 as a correct record.
- 4) To agree the minute of the Performance and Audit Committee of 19 November 2021 as a correct record.

## **A3. Non-Councillor Member Recruitment for the Term 2022-2026**

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The Partnership Board were asked to nominate and appoint an Elected Board Member to the selection panel to take part in the Non-Councillor Member recruitment process, for the new term from 2022 – 2026.

### **Decision**

- 1) To appoint Councillor Laura Murtagh to be included in the recruitment and selection panel for the Non-Councillor Member appointments for the 2022-2026 term.
- 2) To note the reappointment and recruitment process for the new term of the Non-Councillor Members for 2022-2026.
- 3) To note that SEStran would be required to make any appointments in line with duties as stated in The Gender Representation on Public Boards (Scotland) Act 2018.

(Reference – report by the Secretary, submitted)

## **A4. Finance Reports**

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#### **A4(a) Finance Officer's Report**

A second update on the financial performance of the Core and Projects budgets of the Partnership was provided for the year 2021/22, in accordance with the Financial Regulations of the Partnership. Analysis of financial performance to the end of October 2021 was also presented.

The Partnership's Core and Projects budgets for 2021/22 were approved by the Partnership on 19th March 2021.

##### **Decision**

- 1) To note the forecast underspend on the Core revenue budget of £78,000.
- 2) To note the forecast overspend on the Projects revenue budget of £1,000.
- 3) To note that a further update on 2021/22 financial performance would be presented to the next meeting of the Partnership.

(References – SEStran Partnership Board, 19 March 2021 (item A3); report by the Treasurer, submitted)

#### **A4(b) Indicative Financial Plan 2022-23 to 2024-25**

An update was provided on financial planning being progressed for the 2022/23 revenue budget and on the indicative financial plans for 2023/24 – 2024/25.

##### **Decision**

- 1) To note the financial planning assumptions for the period 2022/23 to 2024/25.
- 2) To note that financial planning for 2022/23 to 2024/25 would continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2022.
- 3) To note that the proposed budget was subject to a number of risks. All income and expenditure of the Partnership would continue to be monitored closely with updates reported to each Partnership meeting.

(References – SEStran Performance and Audit Committee, 19 November 2021 (item A5(a)); report by the Treasurer, submitted)

#### **A4(c) Mid Term Review Treasury Management Activity**

The investment activity undertaken on behalf of the Partnership during the first half of the 2021/22 Financial Year was reviewed.

##### **Decision**

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

(References – SEStran Performance and Audit Committee, 19 November 2021 (item A5(b)); report by the Treasurer, submitted)

### **A5. Projects Performance Report**

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Progress was tracked and reported across SEStran's projects and key work streams over the last quarter. Impacts on progress or delivery were explained, including those deriving from Covid-19.

The discussion considered the role of SEStran in promoting the concept of the 20 minute neighbourhood. This work would be reflected through the Regional Transport Strategy (RTS), through a place-based approach, as the principles of a 20 neighbourhood would require to be adapted for a rural context.

The Board were advised that methods to attract new users in the go e-bike scheme and to increase uptake were currently being taken into consideration.

### **Decision**

To note the progress against individual project areas, outlined in the Performance Report (Appendix 1 of the report by the Senior Partnership Manager).

(References – SEStran Performance and Audit Committee, 19 November 2021 (item A8); report by the Senior Partnership Manager, submitted)

## **A6. MaaS-DRT Update**

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Following the publication in March 2020 of the Strategic Study on Demand Responsive Transport (DRT), SEStran had been pursuing opportunities to pilot tech-enabled enhancements to existing bus services, both as standalone projects and as part of a Mobility as a Service (MaaS) project in the region.

An update was provided on progress so far, following regular updates as part of the Project Reports.

The Board were advised that the BID to the Transport Scotland MaaS Investment Fund would be successful and was currently waiting on a formal announcement.

A presentation was provided which highlighted the following points:

- The project would create a digital platform where a range of transport could be booked and paid for. Initially the Brunton Hall area in East Lothian would be the focus, with the aim to integrate various physical modes of transport in the area.
- The potential in mobility hubs to provide easier to access alternatives to the private car.
- A DRT element would be included as a trial. It was felt that this could be utilised to optimise services and improve the user experience, particularly in rural areas. A pilot would allow the 109 service to be flexible between Tranent and Humbie to allow services to operate within an outlined zone, which was modelled to increase capacity on the service by allowing it to respond to demand.

The proposed project would launch in 2022.

Discussion took place on linkages between the East Lothian area and its neighbouring areas, on marketing and promotion of the scheme, and the ongoing learning network with MaaS providers.

### **Decision**

- 1) To note the terms of the report and the successful award of funding.
- 2) To agree to officers pursuing further funding for both this project and other stand-alone DRT projects in the region.
- 3) To delegate to the Partnership Director powers to enter necessary agreements with consortium partners to deliver the project and to reach agreement with Transport Scotland on the terms of the grant, subject to appropriate legal advice.

(Reference – report by the SEStran Project Officer and the SEStran Consultant, submitted)

### **Declaration of Interest**

Councillor Claire Miller declared a non-financial interest as a board member of Transport for Edinburgh.

## **A7. Programme of Meetings**

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The proposed calendar of SEStran Partnership Board meetings in 2022 was outlined, with the full schedule of SEStran meetings contained in Appendix 1 of the report. The schedule had been drafted in line with previous meeting cycles and complied with audit reporting requirements.

The proposed dates for the Partnership Board were:

- Friday 18 March 2022
- Friday 17 June 2022 (subject to Administrations being formed following the May elections)
- Friday 23 September 2022
- Friday 2 December 2022

### **Decision**

- 1) To approve the proposed programme of meetings for 2022.
- 2) To note that meetings would continue to be hosted virtually until further notice.

(Reference – report by the Business Manager, submitted)

## **A8. Date of Next Meeting**

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### **Decision**

To note that the next meeting would be held on Friday 18 March 2022 at 10.00am.

## **B1. Risk Management**

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### **B1.1 Risk Register**

A six-month update on the risk register was provided, which was an integral part of SEStran's Risk Management process.

The Risk Register was presented to Performance and Audit Committee at its meeting of 19 November for comment and these were reflected in the final Risk Register.

## **Decision**

To note the report.

(References – SEStran Performance and Audit Committee, 19 November 2021 (item A6(a)); report by the Business Manager, submitted)

### **B1.2 Risk Management Framework**

The proposed Risk Management Framework policy, attached as Appendix 1 of the report by the Business Manager, was presented.

## **Decision**

To note the report.

(References – SEStran Performance and Audit Committee, 19 November 2021 (item A6(b)); report by the Business Manager, submitted)

## **B2. HR Policy Review**

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The proposed Hybrid Working policy, attached as Appendix 1 of the report by the Business Manager, was presented. An update on the wider annual HR policy review was also provided.

## **Decision**

To note the report.

(References – SEStran Performance and Audit Committee, 19 November 2021 (item A7); report by the Business Manager, submitted)

## **B3. Climate Change Duties Report**

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An update was provided on 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 SEStran Project Officer, submitted)

## **B4. Minutes**

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## **Decision**

- 1) To note the minute of the Equalities and Access to Healthcare Forum of 30 September 2021.
- 2) To note the minute of the Integrated Mobility Forum of 7 October 2021.
- 3) To note the minute of the Chief Officer Liaison Group meeting of 10 November 2021.