

SESTRAN PARTNERSHIP BOARD MEETING

Dean of Guild Room, City Chambers, Edinburgh, EH1 1YJ
Or Microsoft Teams

10:00am Friday 23rd September 2022

- 09:30 TEA/COFFEE
- 10:00 PARTNERSHIP BOARD
- 11:30 LUNCH
- 12:00 BOARD TRAINING - MANDATORY

- 12:00 Legal, Governance, Strategy & Projects
- 13:00 Coffee
- 13:10 SEStran Finance
- 13:30 Equalities Duties
- 14:00 End

AGENDA

1. ORDER OF BUSINESS
2. APOLOGIES
3. DECLARATIONS OF INTEREST

AGENDA A – POINTS FOR DECISION

	Page Nos.
A1. MINUTES	
(a) Partnership Board – Friday 17th June 2022	3
(b) Performance & Audit Committee – Friday 9th September 2022 (Rescheduled – 13th September 2022)	8
A2. GOVERNANCE SCHEME – update by Gavin King	12
A3. ANNUAL EXTERNAL AUDIT REPORT 2021/22 – Report by Karen Jones/Nicola Mackenzie, External Auditor, Azets	84
A4. FINANCE REPORTS – Reports by Hugh Dunn	
(a) Audited Annual Accounts 2021/22	125
(b) Finance Officer's Report	177
A5. REGIONAL TRANSPORT STRATEGY 2035 - Report by Jim Stewart	183
A6. PROJECTS PERFORMANCE REPORT - Report by Anna Herriman	419
A7. DRAFT ANNUAL REPORT 2021/22 - Report by Jim Grieve	439

A8. DATES OF FUTURE MEETINGS

Partnership Board

10:00am on **Friday 2nd December 2022**, Council Chamber, City Chambers, 253 High Street, Edinburgh, EH1 1YJ / Teams

Performance & Audit Committee

10:00am on **Friday 18th November 2022**, Dean of Guild Room, City Chambers, Edinburgh, EH1 1YJ / Teams

AGENDA B – POINTS FOR NOTING

- | | | |
|------------|---|------------|
| B1. | RTP REVENUE FUNDING SURVEY RESPONSE – Jim Grieve | 463 |
| B2. | PSRA REPORT – Report by Cheryl Fergie | 478 |
| B3. | MINUTES | |
| | B3.1 Chief Officers' Liaison Group Meeting – 25th August 2022 | 492 |

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16 September 2022

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Agendas and papers for all SEStran meetings can be accessed on www.sestran.gov.uk

SEStran Partnership Board Minutes

10.00am, Friday 17 June 2022

Dean of Guild Court Room, City Chambers, Edinburgh, and Microsoft Teams

Present

Name

Organisation Title

Cllr Colin Davidson (Chair)	Fife Council
Cllr Scott Arthur	City of Edinburgh Council
Cllr Dianne Alexander	Midlothian Council
Linda Bamford	Non-Councillor Member
Cllr Ruaridh Bennett	East Lothian Council
Alastair Couper	Non-Councillor Member
Geoff Duke	Non-Councillor Member
Cllr Derek Glen	Fife Council
Callum Hay	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member
Cllr Fiona Law	Clackmannanshire Council
Cllr Robin Lawson (Deputy)	Fife Council
Cllr John McMillan	East Lothian Council
Cllr Marie-Clair Munro	City of Edinburgh Council
Cllr Sally Pattle (Deputy)	West Lothian Council
Kate Sherry	Non-Councillor Member
Doreen Steele	Non-Councillor Member
Paul White	Non-Councillor Member

In Attendance

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

Gavin King	City of Edinburgh Council
John Mitchell	Fife Council
Martin Scott	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council
Jamie Robertson	City of Edinburgh Council

Apologies for Absence

Cllr Margaret Anslow	Falkirk Council
Cllr Denis Coyne	Clackmannanshire Council
Cllr Jane Cox	Scottish Borders Council
Cllr Paul Garner	Falkirk Council
Cllr Russell Imrie	Midlothian Council
Cllr Kevin Lang	City of Edinburgh Council
Cllr Jenny Linehan	Scottish Borders Council
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Kirsteen Sullivan	West Lothian Council

Order of Business

Prior to election of a Chair, the Secretary took the chair, and confirmed that the Order of Business was intended to be as per the agenda.

A1. Appointments

The Board considered a report by the Partnership Secretary as regards the following appointments of Members:

- (a) Chairperson
- (b) Deputy Chairpersons(s)
- (c) Members of the Performance and Audit Committee
- (d) Members of the Succession Planning Committee
- (e) Members of the Appointments Committee

Councillor Lawson, seconded by Councillor Pattle, proposed Councillor Davidson as Chairperson of the Partnership.

Decision

- 1) The Board appointed Councillor Davidson as Chairperson of the Partnership, following which, Councillor Davidson took the Chair.
- 2) After discussion the Board agreed to appoint two Deputy Chairpersons.

The Board appointed the following Deputy Chairpersons:

Councillor Pattle (proposed Councillor Davidson, seconded Councillor Lawson)

Councillor Lawson (proposed Councillor Davidson, seconded Councillor Pattle).

- 3) The following members of the Performance and Audit Committee were appointed, with the Secretary delegated, in consultation with the Chair and Deputies, to write to City of Edinburgh, East Lothian, Falkirk, and Scottish Borders Councils for their nominees and Non-Councillor Members for a nominee:

Councillor Fiona Law (Clackmannanshire), Councillor Derek Glen (Fife Council), Councillor Russel Imrie (Midlothian), Councillor Sally Pattle (West Lothian Council), Simon Hindshaw, Callum Hay and Dr Doreen Steele

The Board appointed Councillor Imrie as Chairperson of the Performance and Audit Committee.

- 4) Councillor Alexander and Doreen Steele were appointed to the Succession Planning Committee to serve along with Councillor Davidson as Chair.

Doreen Steele indicated her willingness to serve on the Succession Planning Committee, subject to no other non-councillor members expressing an interest; the matter was delegated to the Partnership Director in consultation with the Chair to seek views from the other Non-Councillor Members and report back to the next meeting if there was further interest.

- 5) Doreen Steele was appointed to the Appointments Committee to serve along with Councillor Davidson as Chair of the Board and Councillor Imrie as Chair of the Performance and Audit Committee.

(Reference – report by the Partnership Secretary, submitted)

A2. Minutes

Decision

To agree the minute of the SEStran Partnership Board of 18 March 2022 as a correct record.

A3. Finance Reports

A3(a) Unaudited Annual Accounts 2021/22

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.

(Reference – report by the Treasurer, submitted)

A3(b) Annual Treasury Report 2021/22

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 2021/22 was presented.

Decision

To note the Annual Treasury report for 2021/22.

(Reference – report by the Treasurer, submitted)

A4. Regional Transport Strategy 2035

The Board were presented with a report providing an update on the status of the draft Regional Transport Strategy (RTS) and given a brief history of how the draft RTS developed, providing background for new members of the Partnership Board in advance of consideration and final approval of the draft RTS.

Decision

- 1) To note the statutory consultation on the draft Regional Transport Strategy had concluded.
- 2) To note that a final draft of the RTS would be presented to the next Board meeting for approval by the Partnership Board.
- 3) To note that Board Members should contact Jim Grieve (Partnership Director) or Jim Stewart (Strategy Manager) if they have any questions prior to the presentation of the final draft of the RTS at the next meeting of the Board.

(References – SEStran Partnership Board, 18 March 2021 (item A5); report by the Strategy and Projects Officer, submitted)

A5. Projects Performance Report

Details were provided on progress over the last quarter across SEStran's projects and key work streams. Impacts on progress or delivery were explained where required and new areas of work were highlighted.

Decision

- 1) To note progress on existing projects outlined in the Performance Report at Appendix 1 of the report.
- 2) To agree the commencement of work to develop a Programmed Investment Plan, as set out in consultation with partners, outlined in paragraph 3 and Appendix 1 of the report.

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

A6. New Member Induction

Proposals for an induction and training programme for Partnership Board members were outlined. It was proposed that a generic training and induction programme should be delivered to new members.

Decision

- 1) To note the contents of the report.
- 2) To approve the date of the induction session as 23 September 2022.

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

A7. Date of Future Meetings

Decision

Partnership Board

To note that the next meeting would be held on Friday 23 September 2022 at 10.00am, Dean of Guild, City Chambers, 253 High Street, Edinburgh, EH1 1YJ/ Teams

To note that a meeting would be held on Friday 2 December 2022 at 10.00am, Council Chamber, City Chambers, 253 High Street, Edinburgh, EH1 1YJ / Teams

Performance and Audit Committee

To note that the next meeting would be held on Friday 9 September 2022 at 1.00pm – Venue TBC.

To note that a meeting would be held on Friday 18 November 2022 at 1.00pm – Venue TBC.

B1. Consultation Response – Strategic Transport Projects Review (STRP2)

Details were provided of SEStran's response submitted on the consultation on the draft second Strategic Transport Projects Review (STPR2) for Scotland.

Decision

To note the terms of the consultation response.

B2. Minutes

Decision

- 1) To note the minute of the Equalities and Access to Healthcare Forum of 31 March 2022.
- 2) To note the minute of the Chief Officers' Liaison Group Meeting of 25 May 2022.

PERFORMANCE & AUDIT COMMITTEE

**REMOTE MEETING VIA MS OFFICE TEAMS
ON TUESDAY 13 SEPTEMBER 2022**

3.00pm – rescheduled from Friday 9th September 2022

PRESENT:	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Pattle	West Lothian Council
	Councillor Arthur (A1-A6)	City of Edinburgh Council
	Councillor Glen	Fife Council
	Simon Hindshaw	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Callum Hay	Non-Councillor Member
	John Scott	Non-Councillor Member

IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	Cheryl Fergie	SEStran
	Jim Grieve	SEStran
	Anna Herriman	SEStran
	Karen Jones	Azets
	Sam Johnston	Azets
	Iain Shaw	City of Edinburgh Council
	Natalie Le Couteur	City of Edinburgh Council

The meeting observed a one-minute silence in memory of HM Queen Elizabeth II.

Action by

A1. ORDER OF BUSINESS

It was confirmed that there was no change to the order of business.

A2. APOLOGIES

Councillor Fiona Law.

A3. DECLARATION OF INTERESTS

None.

A4 EXTERNAL AUDIT ANNUAL REPORT 2021/22

The findings arising from the Partnership's 2021/22 external audit were provided.

There were no qualifications to the draft audit certificate. The Auditor's draft opinion stated that the financial statements presented a true and fair view of the Partnership at 31st March 2022 and its income and expenditure for the year then ended.

Decision

- 1) To note the draft Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit.
- 2) To refer the Annual Audit Report to the meeting of the Partnership Board on 23rd September 2022.

(Reference – report by the Treasurer, submitted)

A5. AUDITED ANNUAL ACCOUNTS 2021/2022

The audited annual accounts for the year ended 31 March 2022 were presented.

Decision

- 1) To note the audited accounts and the Auditor's opinion in the audit certificate.
- 2) To refer the Audited Annual Accounts to the Partnership Board for approval.
- 3) To agree that a note within the covering report was included by the Treasurer, to assist with members' understanding of the pension liability.

(Reference – report by the Treasurer, submitted)

A6 RTP REVENUE FUNDING

Members considered a report providing information of SEStran's response to a survey by Transport Scotland (TS) into how revenue grant was allocated between Scotland's seven Regional Transport Partnerships (RTPs).

Decision

- 1) To note the RTP funding survey response at Appendix 1 of the report, which would be presented for noting at the next

meeting of the Partnership Board on 23rd September 2022.

- 2) To note the context of planned and potential reductions to revenue grant as summarised in paragraph 2.3 of the report.
- 3) To request a report on the probable benefits of SEStran working with bus operators at a regional level on behalf of its partner authorities.

(Reference – report by the Partnership Director, submitted)

A7. PROJECTS PERFORMANCE REPORT

Details were provided on progress over the last quarter across SEStran's projects and key work streams. Impacts on progress of delivery were explained where required.

Decision

- 1) To note progress recorded in the past quarter, summarised in the attached Appendix 1 of the report, prior to onwards reporting to the Board.
- 2) To agree that further details be provided to the membership of the Performance and Audit Committee concerning Project 3: SEStran Strategic Network.
- 3) To agree that more performance and take up metrics for the GO SEStran app should be included in future reports.
- 4) To agree that officers would investigate if, or how, percentage completion data metrics showing a return on investment and reporting against outcomes might be included in the reporting template.

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

A8. DRAFT ANNUAL REPORT 2021/22

The draft Annual Report for 2021/22 was presented. Comment was invited from the Committee in advance of presentation to the Partnership Board.

Decision

- 1) To note the draft Annual Report 2021/22.
- 2) To amend the report to remove the italics to ensure legibility for

those with visual impairments.

(Reference – report by the Partnership Director, submitted)

A9. DATE OF NEXT MEETING

10.00am on Friday 18th November 2022.

Review of Governance Scheme September 2022

1. INTRODUCTION

- 1.1 This report seeks approval of amendments of SEStran's Governance Scheme, appended to this report.

2. BACKGROUND

- 2.1 The Review of SEStran's Governance Scheme has taken place at regular intervals over recent years, specifically August 2017, June 2018, October 2018, September 2019 and March 2021.

- 2.2 The Scheme contains 6 parts and is now due for review.

Part 1: Standing Orders
Part 2: List of Committee Powers
Part 3: List of Officer Powers
Part 4: Financial Rules
Part 5: Contract Standing Orders
Part 6: Corporate Procurement Policy

3. GOVERNANCE SCHEME

Part 1: Standing Orders

- 3.1 The Standing Orders currently states that the Chair and Deputy Chair Persons must be from different Councils. This is not a requirement of the Transport (Scotland) Act 2005 or the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005.
- 3.2 It is recommended that the Board remove this requirement to allow for greater flexibility in appointing Board positions. This would not remove the ability of the Board to appoint from different Councils but simply add the flexibility to appoint from the same Council.
- 3.3 The current Standing Orders give a deadline of one day before the meeting for deputation requests. It is suggested that this is amended to 5pm one day before the meeting.

Part 2: List of Committee Powers

- 3.4 No amendments are proposed for this section.

Part 3: List of Officer Powers

- 3.5 No amendments are proposed for this section.

Part 4: Financial Rules

3.6 No amendments are proposed for this section.

Part 5: Contract Standing Orders

3.7 No amendments are proposed for this section.

Part 6: Corporate Procurement Policy

3.8 No amendments are proposed for this section.

4. RECOMMENDATIONS

- 4.1 The Board is asked to:
- Repeal and approve the governance documents appended to the report to take effect from 24 September 2022;
 - Delegate approval to the Secretary to make any such amendments necessary to the Governance documentation to implement the decision of the Board.

Gavin King
Secretary
23 September 2022

Appendix 1: Governance Scheme

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None

SESTRAN GOVERNANCE SCHEME

Document Version Control – Governance Scheme

Date	Author	Version	Status	Reason for Change
Aug 2017	Andrew Ferguson	1.0	Board Approval	Implementation
Oct 2018	Andrew Ferguson	1.1	FINAL	Adoption of version control
June 2018	Gavin King	1.2	FINAL	Standing Orders: Internal Audit recommendations adopted.
Sept 2019	Gavin King	1.3	FINAL	List of Committee Powers: Chair not permitted to substitute for representatives of Performance and Audit Committee.
March 2021	Gavin King	1.4	FINAL	Changes to Parts 1, 2, 3, 4 and 5. (Refer to each document for specific details)
Sept 2022	Gavin King	1.5	FINAL	Changes to Part 1

Introduction

The SEStran Governance Scheme collects together the key documents which form the basis for South East Scotland Transport Partnership's (SEStran's) decision making. It is made up of the following documents:

Part 1: Standing Orders

Meetings of the Partnership and its committees should be conducted in line with its standing orders, which are procedural rules covering such issues as who chairs the meeting, how debate is conducted, and how votes are taken.

Part 2: List of Committee Powers

Whilst some SEStran's decisions need to be taken by the Partnership Board, i.e. a meeting of all its Members, others are delegated to specific committees. This document sets out the framework for decision making by the Partnership and its committees.

Part 3: List of Officer Powers

Whilst major issues of policy and strategy are decided by Members at the Board or elsewhere in the committee framework, many day to day decisions are left to officers. This document sets out the type of decisions which officers can take, and what consultation they should carry out before doing so.

Part 4: Financial Rules

This document covers the essential rules by which SEStran deals with its financial affairs, often in line with recommendations from Audit Scotland.

Part 5: Contract Standing Orders

In its day to day operation, the SEStran enters into many contracts for goods, services and supplies with others. This document sets out the rules by which SEStran tenders for such contracts in line with procurement law.

Part 6: Corporate Procurement Policy

The Corporate Procurement Policy builds on the framework set out by the Contract Standing Orders and ensures that SEStran procures goods and services in a transparent, equality-focused manner.

**Standing Orders of
The South-East of Scotland Transport
Partnership**

As amended September 2022

CONTENTS

1. Definitions.....	5
2. Applying the Interpretation Act.....	6
3. Commencement.....	6
4. The Partnership - Constitution.....	6
5. Appointment of Members and Other Membership Arrangements.....	6
6. Appointment of members and other matters	6
<i>6.1. Appointment of Members.....</i>	<i>7</i>
<i>6.2 Duration and termination of membership.....</i>	<i>8</i>
<i>6.3 Voting arrangements of Partnerships</i>	<i>10</i>
<i>6.4 Chairpersons and Deputy Chairpersons</i>	<i>100</i>
<i>6.5 Secretary of Partnership</i>	<i>11</i>
<i>6.6 Meetings and quorum</i>	<i>11</i>
7 Meetings.....	12
8 Special Meetings	122
9 Notice of Meetings	122
10 Chair	133
11 Attendance.....	14
12 Access for the Public and Press	14
13 Order of Business	144
14 Chairperson - Powers and Duties	15
15 Adjourning Meetings	15
16 Order of Debate	155

Part 1: Standing Orders

17 Motion “That the Question Be Now Put”	16
18 Length of Speeches	16
19 Obstructive or Offensive Conduct	16
20 Revoking a Resolution	166
21 Minutes of Meetings.....	166
22 Validating the Proceedings	17
23 Questions in Writing	17
24 Motions must be in Writing and Signed	177
25 Motions Intended for Consideration at the End of a Meeting.....	177
26 Motions Intended for Consideration at the Next Meeting	18
27 Motions – Procedures.....	18
28 Method of Voting	19
29 How Motions Must Be Put.....	19
30 Taking a Vote	19
31 Delegating to Committees and Officers.....	19
32 Exceptions from Delegation	20
33 Attendance of Members of the Partnership at Committee	200
34 Quorum for Committees.....	21
35 Application of Standing Orders to Committees.....	21
36 Deputations	21
37 Code of Conduct	21
38 Partnership Business - Responsibility of the Proper Officer	211
39 Financial Arrangements	22
40 Items of Urgency	22

Part 1: Standing Orders

41 Suspending or Altering Standing Orders	22
42 Contracts and Tenders	22
43 General Financial Regulations	23
44 Accounts	23
45 Budgets	233
46 Expenditure Authorised	24
47 Audit	24
48 Irregularities	24
49 Invoices, Salaries, etc.	24
50 Travelling Claims, etc.	244
51 Revenues	244
52 Debt Recovery	25
53 Bad Debts	25
54 Charges	25
55 Bank Accounts	25
56 Advances	25
57 Inventories	255
58 Property Register	26
59 Insurance	26
60 Staff Records, Pay etc	26
61 Signing	26
62 Investments	26
63 Treasury Management	266

Part 1: Standing Orders

Document Version Control – Standing Orders

Date	Author	Version	Status	Reason for Change
Aug 2017	Andrew Ferguson	1.0	Board Approval	Implementation
Oct 2017	Andrew Ferguson	1.1	FINAL	Adoption of version control
June 2018	Gavin King	1.2	FINAL	Implementation of Internal audit recommendations
Sept 2019	Gavin King	1.3	FINAL	Reviewed, no changes
March 2021	Gavin King	1.4	FINAL	Update to include submission of documentation electronically and removal of references to pre-2007 period
September 2022	Gavin King	1.5	FINAL	Annual Review

Part 1: Standing Orders

Definitions

1. In these Standing Orders the following words and expressions have the following meanings:

"1973 Act" means the Local Government (Scotland) Act 1973 as amended;

"The 2005 Act" means the Transport (Scotland) Act 2005;

"The 2005 Order" means the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005;

"constituent council" means constituent local authority as listed in paragraph 4;

"The Partnership" means the South-East of Scotland Transport Partnership;

"Chairperson" means the Chairperson of the South-East of Scotland Transport Partnership;

"Deputy Chairperson" means any deputy chairperson of the South-East of Scotland Transport Partnership;

"Partnership Director" means the officer appointed as Partnership Director by the Partnership and the "Treasurer", "Secretary", "Solicitor", and "Estates Functions Officer" similarly refer to officers as appointed by the Partnership;

"appropriate officer", as contained in these Standing Orders refers to any of the appointed officers of the Partnership;

"councillor member" in reference to the Partnership means a member appointed by the constituent councils, that is the City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian Councils.

"non-councillor member" means a member not appointed as a councillor member, that is to say, a member appointed by the Scottish Ministers in the first year of operation of the Partnership, and thereafter by the Partnership with the approval of the Scottish Ministers.

"working day" means any day which is not a Saturday, a Sunday, or a public holiday in any part of the area for which the Partnership is responsible.

"Governance Scheme" means the suite of governance documents for SEStran from time to time in force of which these standing orders form part, including the List of Committee Powers, List of Officer Powers, Financial Rules, Contract Standing Orders, and any other documents which the Partnership deems necessary for the proper governance of the organisation.

2./

Part 1: Standing Orders

2. Applying the Interpretation Act

The Interpretation Act 1978 applies to these Standing Orders in the same way as it applies to an Act of Parliament.

3. Commencement

These Standing Orders will apply from 22nd September, 2017. They shall constitute the Standing Orders of the Partnership under paragraph 6(5) of Schedule 2 of the 2005 Order, until otherwise amended or revoked.

4. The Partnership - Constitution

The Partnership was established under the 2005 Act and the 2005 Order which came into effect on 1 December 2005. The Order specifies the functions of the Partnership and its powers.

The Partnership is constituted under section 1(1) of the 2005 Act and comprises (Firstly) representatives of the constituent councils, as follows:-

Council	Member	Weighting of votes
The City of Edinburgh Council	5 members	2x
Clackmannanshire Council	2 members	1x
East Lothian Council	2 members	1x
Falkirk Council	2 members	2x
Fife Council	3 members	2x
Midlothian Council	2 members	1x
Scottish Borders Council	2 members	1x
West Lothian Council	2 members	2x

and (Secondly), between 7 and 9 other members.

5. Appointment of Members and Other Membership Arrangements

The provisions of paragraphs 1 and 2 of Schedule 2 of the 2005 Order are set out below at paragraph 6 and shall be held to be incorporated into these Standing Orders, subject always to:-

- such amendments, deletions or additions as may be made to the relevant part of the 2005 Order from time to time
- such minor amendments made herein for cross-referencing purposes, and
- such additional provisions as are set out in these Standing Orders insofar as the same do not contradict the requirements of the 2005 Order.

6. Appointment of members and other matters

6.1./

Part 1: Standing Orders

6.1 Appointment of Members

- (1) The Partnership shall have the number of councillor members appointed by and from each constituent council of the Partnership specified in Paragraph 4 of these Standing Orders opposite the name of that council (as shown in the second column).
- (2) The Partnership shall have such number of other members as they consider appropriate within the range specified in Paragraph 4, and each such member shall be appointed in accordance with sub paragraph(4) below.
- (3) each such other member shall be appointed by the Partnership, subject to the consent of the Scottish Ministers, in line with the policies from time to time in force, including those related to equality of opportunity.
- (4) The Partnership and the Scottish Ministers may each appoint such number of observers as they consider appropriate to the Partnership.
- (5) Observers may participate in proceedings of the Partnership in the same manner as councillor members and other members but may not hold office in it or participate in its decisions.
- (6) A person shall be disqualified from being appointed as a member or observer of the Partnership if that person is an employee of the Partnership.
- (7) Subject to sub paragraph (9) below, each constituent council of the Partnership shall:-
 - (a) at the first meeting of that council taking place after each ordinary election appoint as councillor members of the Partnership the number of persons specified in Paragraph 4 in respect of that constituent council; and
 - (b) on a vacancy occurring due to a person appointed by that council ceasing to be a member of the Partnership in the circumstances described in paragraph 6.2(2) to (6) below, appoint another person in that person's place unless the council, having regard to the length of time until the next ordinary election, consider it unnecessary to do so.
- (8) As soon as possible after making the first appointment of councillor members each constituent council of the Partnership shall intimate in writing to the Secretary, the names of those persons appointed.
- (9) Each constituent council may appoint persons as substitute councillor members to attend meetings of the Partnership, or of any of its committees or sub committees, in the absence of any councillor

Part 1: Standing Orders

members appointed to the Partnership by that council, and where any such substitute councillor members are appointed:-

- (a) only one substitute councillor member may attend in place of a councillor member who is absent; and
 - (b) the substitute councillor member shall have the same powers as the councillor member who is absent.
- (10) Any person appointed as a councillor member, or substitute councillor member, of the Partnership must be a councillor for the area of the constituent council making the appointment.
- (11) A constituent council shall intimate in writing to the Secretary of the Partnership:-
- (a) as soon as possible after appointing any person as a councillor member or substitute councillor member of the Partnership, the name of that person; and
 - (b) as soon as possible after a vacancy has occurred due to a person appointed by that council ceasing to be a councillor member or substitute councillor member of the Partnership in the circumstances described in paragraph 6.2(2) or (4) below, the name of that person.
- (12) The proceedings of the Partnership shall not be invalidated by any vacancy or vacancies among its members or by any defects in the method of appointment of any of its members.

Duration and termination of membership

- 6.2.** (1) Subject to sub paragraphs (2) to (6) below, any person appointed by a constituent council as a councillor member of the Partnership shall hold office until the first meeting of that council held after the next ordinary election following the date of that member's appointment.
- (2) If, prior to the next ordinary election following the date of the member's appointment, a councillor member of the Partnership ceases to be a councillor for the area of the constituent council which appointed the member, the member shall immediately cease to be a member of the Partnership.
- (3) A councillor member of the Partnership may resign their membership at any time by written intimation to that effect to:-
- (a) the Secretary of the Partnership; and
 - (b) the constituent council which appointed the councillor member.

Part 1: Standing Orders

- (4) A constituent council may at any time terminate the membership of any person appointed by them as a councillor member of the Partnership if, immediately prior to this, the constituent council provides an explanation for the termination by written intimation to the Secretary of the Partnership, the Chairperson of the Partnership and that councillor member.
- (5) The Chairperson of the Partnership, following a vote to that effect by the Partnership, may write to a constituent council and request that the council terminates the membership of a councillor member.
- (6) Where the Chairperson of the Partnership writes to a constituent council in terms of sub paragraph (5) above, such a request shall not be refused unreasonably by the constituent council.
- (7) Subject to sub paragraphs (8) to (9) below, other members and observers appointed by the Partnership, or the Scottish Ministers as the case may be, shall hold office for a period of 4 years following the date of their appointment unless otherwise specified at the time of their appointment, or subsequently agreed by the Partnership. There is no limit to the number of times other members can be appointed, or the number of years he or she can serve. However, a balance between continuity and refreshment should be struck.
- (8) Other members of the Partnership and observers may resign their membership at any time by written intimation to that effect to the Secretary of the Partnership.
- (9) The Partnership may remove other members from office or observers if it is satisfied that:-
 - (a) the other member's or observer's estate has been sequestrated or the other member or observer has been adjudged bankrupt, has made an arrangement with creditors or has granted a trust deed for creditors or a composition contract; or
 - (b) the other member or observer:-
 - (i) is incapacitated by physical or mental illness;
 - (ii) has been absent from meetings of the Partnership for a period exceeding whichever is the longer of (a) three consecutive months or (b) two consecutive meetings of the full Partnership, such period starting from the date of any meeting, without the permission of the Partnership; or

Part 1: Standing Orders

- (iii) is otherwise unable or unfit to discharge the member's functions as a member or is unsuitable to continue as an other member or observer.

Voting arrangements of Partnerships

- 6.3. (1) Where any decision of the Partnership is to be determined by a vote, each councillor member of the Partnership has a single vote and may vote on all matters.
- (2) Non-councillor members may vote on all matters with the exception of
- (a) questions arising under s.3(2)(a) of the 2005 Act, or on whether or not to make a request for the making of an order under s.10(1) of that Act, or any other matter excluded by law ;
 - (b) those matters which would require expenditure outwith the Partnership's existing, approved budget;
- declaring that, in interpreting such exclusions, they will be so interpreted so as to give non-councillor members as full participation in decision-making as practicable.
- (3) Subject to sub paragraphs (4) and (5) below, where any decision of the Partnership is to be determined by a vote, it shall be determined by a simple majority of the votes cast.
- (4) Each councillor member of each constituent council within the Partnership shall have their vote weighted by making it count as one, two, three or four votes as specified in the third column of Paragraph 4.
- (5) The Partnership may determine by a two-thirds majority of the votes cast, subject to sub paragraph (4) above, to amend these Standing Orders to require that certain specified decisions be determined by a two thirds majority of the votes cast.

Chairpersons and Deputy Chairpersons

- 6.4. (1) The Partnership shall appoint from its membership a Chairperson and such number of Deputy Chairpersons as they consider appropriate.
~~The Chairperson and Deputy Chairpersons shall each be from different Councils.~~
- (2) Subject to sub paragraph (3) below, the Chairperson and Deputy Chairpersons of the Partnership shall each hold office for a period to be determined by the Partnership not exceeding two full council terms.

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Part 1: Standing Orders

- (3) If, prior to the end of their period of appointment, a Chairperson or Deputy Chairperson of the Partnership ceases to be a member of the Partnership, they shall immediately cease to hold office.
- (4) The Chairperson, or in the Chairperson's absence a Deputy Chairperson, shall preside at all meetings of the Partnership, but where both the Chairperson and all Deputy Chairpersons are absent from any meeting the members present shall appoint a Chairperson for that meeting.
- (5) In the event of an equality of votes at a meeting, the Chairperson of that meeting shall, subject to sub paragraph (6) below, have a casting vote as well as a deliberative vote.
- (6) Where there is an equality of votes at a meeting and the matter which is the subject of the vote relates to the appointment of a member of the Partnership to any particular office, committee or sub committee of the Partnership, the decision shall be by lot. Reference is also made to paragraph 28 on method of voting
- (7) In the event of the Chair of the Performance & Audit Committee not being present, the Committee will appoint a temporary chair until the Chair returns or a new Chair is appointed.

Secretary of Partnership

- 6.5.** The Partnership shall appoint a Secretary, a Treasurer, an Estates Functions Officer and a solicitor any of whom may also be an officer of one of the constituent councils.

Meetings and quorum

- 6.6.** (1) The Partnership shall hold such meetings as it shall consider necessary for it to carry out its functions at such place or places as it may from time to time fix. Reference is made to paragraphs 8 to 40 for further provisions relating to meetings.
- (2) The secretary of the Partnership shall send copies of the minutes of all its meetings to each of the constituent councils for their information. Reference is made to paragraphs 21 and 22 for further provisions relating to minutes of meetings.
- (3) At a meeting of the Partnership one third of all members of the Partnership is a quorum.
- (4) If, at any time during a meeting, a question arises on whether there is a quorum, the Chairperson shall instruct a count of the members who are present. If a quorum of members is not present, then the meeting shall be adjourned to a time and date decided by the Chairperson.

Part 1: Standing Orders

- (5) If less than a quorum of members is entitled to vote on an item because of declarations of interest, then that item cannot be dealt with at that meeting.
- (6) For the avoidance of doubt, Members will be entitled by remote means such as teleconferencing or videoconferencing as long as arrangements can be made to ensure that effective communication between Members attending in this way and the rest of the meeting can be implemented.
- (7) In all matters connected with Board or committee meetings, every effort shall be made to ensure that all members can fully participate in the meeting, and that all issues relating to equality are addressed and reasonable adjustments made to existing procedures where possible.

Committees and Sub committees

- 6.7. (1) The Partnership may appoint from its membership such committees or sub committees as it may from time to time consider necessary or desirable and may refer to any such committee or sub committee such matters as the Partnership may from time to time specify.
- (2) The Partnership may delegate any of its functions to any committee established by the Partnership. Further reference is made to the provisions on delegation set out at paragraphs 31 and 32.

Meetings

Arrangement of Meetings

7. All meetings of the Partnership and its committees will be called and arranged in accordance with the 1973 Act, as amended by the 2005 Act and the 2005 Order.

Special Meetings

8. A special meeting of the Partnership may be called at any time by: -
- the Chairperson requesting the Secretary to do so, or
 - a written requisition, signed by at least one quarter of the members, and specifying the business to be transacted at the meeting. In such case, the meeting is to be held within 14 days of receipt of the requisition by the Secretary.

Notice of Meetings

9. (1) At least 7 clear working days before a meeting of the Partnership, or, if in the opinion of the Secretary, a meeting needs to be called at shorter

Part 1: Standing Orders

notice in circumstances of extreme urgency, then at the time it is called, the following must occur: -

- the Secretary must publish the time and place of the intended meeting at the offices of the Partnership, the Partnership website and the headquarters of the constituent councils. If the meeting is called by members, then the notice must be signed by those members and must set out the business they want to deal with there;
 - a summons to attend the meeting must be sent to every member at his usual address. The summons must set out the business that is to be dealt with, and the Secretary must sign it.
- (2) Any summons issued under paragraph (1) must give a note of the business and the proposed order for dealing with business at the meeting. No other business may be dealt with unless it is brought before the Board as a matter of urgency. However, if members requisition a meeting, only the business listed in the requisition may be considered.
- (3) If 3 clear working days' notice has not been given for any item, the item may be considered at the meeting if the Chairperson rules that there are special reasons why it is a matter of urgency. The Chairperson must give those reasons. The item must be made known at the start of the meeting when the order of business is decided. If the Chairperson rules that the matter is not urgent, then it will be included as an item for the next ordinary meeting of the Partnership, unless it is dealt with before then.
- (4) If a summons is not served on any member the meeting will still be valid.
- (5) Publication and service of notices in relation to meetings, may be by written or electronic means except to the extent that any member has specified in writing to the contrary to the Secretary.

Chair

10. (1) The Chairperson will chair a meeting of the Partnership when he/she is present.
- (2) If the Chairperson is absent, the Deputy Chairperson will take the chair. If the Chairperson and Deputy Chairperson are both absent, then another member (chosen by the members present) will chair the meeting. Any person presiding over a meeting will have the same powers and duties as Chairperson of the Partnership in relation to any meeting and its business.
- (3) The Chairperson (or other person presiding at the meeting) will have a casting vote, as defined in Standing Order 6.4(5).

Part 1: Standing Orders

Attendance

11. The Secretary will record the names of the members present at each meeting.

Access for the Public and Press

12. (1) Except where this Standing Order says otherwise, every meeting of the Partnership and its committees shall be open to the public and the press.
- (2) The Partnership may keep any members of the public out of a meeting, or cause them to leave, if they are hindering or are likely to hinder the work of the Partnership. If a member of the public interrupts any meeting, the Chairperson may warn that person and, if the person continues with the interruption, the Chairperson may order the person to be removed from the meeting room. If there is general disturbance in any part of the meeting room, the Chairperson may order that part to be cleared.
- (3) For the avoidance of doubt, sections 50A to 50F inclusive of the 1973 Act shall be imported into these Standing Orders as applying with the necessary changes to the Partnership.
- (4) The public will be kept out of a meeting when an item of business is being considered if it is likely that they will hear confidential information. Nothing in this Standing Order authorises or requires confidential information to be disclosed in breach of the obligation of confidence as defined in the 1973 Act.
- (5) The Partnership may decide to keep the public out of a meeting when an item of business is to be considered if it is likely that they will hear information that is defined as 'exempt' in the 1973 Act.
- (6) This Standing Order does not require the Partnership to allow the taking of photographs or access for radio or television broadcasting. Such access is at the discretion of the Chairperson or the person presiding at the meeting of the Partnership or any of its Committees.

Order of Business

13. The business of the Partnership at ordinary meetings will normally take place in the following order:-
- (1) Order of business.
- (2) Declaration of Interests by members.
- (3) Deputations.

Part 1: Standing Orders

- (4) Questions.
- (5) Minutes of previous meetings.
- (6) Motions of which notice has been given.
- (7) Election business, including any matters of appointments.
- (8) Special business (relating to annual estimates or budgets).
- (9) Ordinary business.
- (10) Motions given in at the start of the meeting, if the Chairperson rules they are matters of urgency, to be dealt with at that meeting.

Any item on the agenda may be taken out of its order if:-

- the Chairperson decides this; or
- a member suggests it and those at the meeting agree.

Chairperson - Powers and Duties

14. On all points of order the Chairperson's decision is final. If asked, the Chairperson must explain the reasons for decisions. When the Chairperson speaks, any member who is addressing the meeting must stop. The Chairperson must keep order and make sure that members have a fair hearing. The Chairperson will decide all matters of order, competence and relevance arising at meetings. If two or more members want to speak, the Chairperson will decide who is to be first. If there is disorder at any meeting the Chairperson may adjourn the meeting to any other time or day that he may fix at the time or afterwards. In these circumstances, by simply leaving, the Chairperson will adjourn the meeting. The Chairperson may make a statement at the start of the meeting on any matter that affects the Partnership's interests.

Adjourning Meetings

15. (1) The Partnership may adjourn any meeting to any other time or day that the Chairperson may fix at the time or afterwards.
- (2) The Partnership may adjourn any meeting for a reasonable interval. This adjournment will be made if:-
 - the Chairperson says so; or
 - a member proposes it, another seconds it, and the members vote in favour of it. There will be no amendments or discussion.

Order of Debate

16. A member who wants to speak will, when called on, address the chair. The member shall speak directly on the motion or amendment that is being proposed, seconded or discussed, or on a question of order. No member can speak more than once on any subject that is being discussed, except for a point of order or (with the permission of the Chairperson) to give an

Part 1: Standing Orders

explanation. However, the person proposing a motion has a right of reply. A member who is speaking when a question of order is raised will stop speaking until the Chairperson has dealt with the question of order.

Motion “That the Question Be Now Put”

17. Any member who has not spoken on the question before the meeting may propose “that the question be now put”. If this is seconded and the Chairperson thinks the question has been discussed enough, the Chairperson will order a vote on the motion (without amendment or discussion) by a show of hands. If the motion is carried, the proposer of the original motion will have a right to reply, and the question itself will then be put to the meeting. If the motion “that the question be now put” is not carried, a similar motion may be made after every two further members have spoken.

Length of Speeches

18. Except with the Chairperson’s permission, the proposer and the seconder of a motion or an amendment must not speak for more than five minutes and all other speakers for not more than three minutes. The proposer of the original motion may speak for up to five minutes in reply, and the reply must not introduce any new matter into the debate. After that the discussion will finish and the question will then be put by the Chairperson.

Obstructive or Offensive Conduct

19. If any member at any meeting disregards the Partnership or the Chairperson, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest of the meeting. The motion will be put without discussion. If it is carried, the Chairperson will order the member to leave the meeting.

Revoking a Resolution

20. A decision of the Partnership cannot be changed within 6 months unless: -
 - the Chairperson rules that there has been a material change of circumstances; and
 - notice has been given of the proposed change.

Minutes of Meetings

21. The Secretary (or a person nominated by him or her in writing to do so in his or her absence) will take the minutes of all Partnership meetings. The minutes will be circulated among members at least seven working days before the next ordinary meeting of the Partnership. There they will be presented and corrected if necessary. If the minutes are held to be a true record of the

Part 1: Standing Orders

proceedings of the meeting they relate to, the person chairing the next meeting will sign them as a correct record.

Validating the Proceedings

22. The proceedings at a meeting may be challenged on the ground that the meeting was not called properly. Confirming the minutes of the meeting at the next meeting will validate proceedings.

Questions in Writing

23. (1) At any meeting of the Partnership, a member may put a question to the Chairperson about any relevant and competent business not already on the summons for the meeting. However, the question must have been given in writing to the Secretary by 12 noon on the seventh working day before the meeting.
- (2) A member may put a question to the Chairperson at a meeting of the Partnership about any matter that is on the summons for that meeting. He or she must give the question in writing to the Secretary by 10 am on the third working day before the meeting. The Chairperson will decide whether it will be answered verbally or in writing at the meeting.
- (3) Arising from each verbal or written answer, the member who put the written question may put one supplementary question. These will be answered verbally by the Chairperson.
- (4) The Chairperson may decide to disallow any supplementary question if:-
- the Chairperson rules the supplementary question is not relevant to the subject of any written questions answered at the meeting; or
 - the Chairperson gives another reason.
- (5) No discussion will be allowed on any verbal, written or supplementary questions or their answers.

Motions must be in Writing and Signed

24. Every motion and amendment except where the context otherwise requires must be put into writing. It must be signed by the person proposing it and submitted electronically or handed to the Secretary.

Motions Intended for Consideration at the End of a Meeting

25. If there is a motion that does not relate to the business of the meeting, and the meeting has not been given adequate notice of the motion, it may be

Part 1: Standing Orders

considered at the end of the meeting. However, this can only happen if the Chairperson rules there are special reasons why it is a matter of urgency. The Chairperson must give these reasons. Before the start of the meeting, the motion must be given to the Secretary who will read it to the meeting when the order of business is decided. If the Chairperson rules the matter is not urgent, it will be included as an item of business for the next ordinary meeting of the Partnership (unless it is dealt with before then).

Motions Intended for Consideration at the Next Meeting

26. (1) Notice of motions intended for consideration at a meeting of the Partnership must be given in writing. The notice must be signed by the member or members giving notice and submitted electronically or delivered to the Secretary by 12 noon on the tenth working day before the next ordinary meeting of the Partnership. (This does not apply if it is a matter of urgency dealt with under Standing Order 25). All such motions will be included in the summons for the next meeting in the order in which they are received.
- (2) If the Chairperson rules that more than one such motion deals with the same subject, only the motion that was proposed first will be considered.

Motions – Procedures

27. (1) All motions and amendments will be proposed and seconded and then given in writing to the Secretary as soon as they are moved. This does not apply to motions simply seeking to approve or disapprove of any matter, purely negative amendments, amendments proposing further consideration and reports, and motions and amendments that are fully set out in a minute of a meeting.
- (2) Every amendment must be relevant to the motion in question.
- (3) The proposer with the permission of the seconder may withdraw a motion or amendment.
- (4) A motion to approve a report or a minute of the Partnership or a Committee will be considered as an original motion. Any motion that involves altering or rejecting such a report or minute or any part of it will be dealt with as an amendment.
- (5) The Chairperson of the Partnership or a Committee will have the right to move the approval of the report or minute of the Partnership or that Committee.
- (6) Motions or amendments that are not seconded will not be discussed or recorded in the minutes. However, the proposer can ask for his dissent to be minuted. This does not apply if the vote is taken by roll call.

Part 1: Standing Orders

- (7) The mover of the motion or amendment may agree to add to it all or part of an amendment moved and seconded by other members, provided that:-
- his/her seconder consents;
 - the mover and seconder of the added amendment consents; and
 - the agreement takes place before the mover of the motion has replied.

Method of Voting

28. (1) In a meeting of the Partnership or any Committee, the vote on any matter will be taken by calling the roll.
- (2) If a vote has been taken and someone immediately challenges the accuracy of the count the Chairperson will decide whether to have a recount.
- (3) Reference is also made to Standing Order 6.4 in relation to voting matters.

How Motions Must Be Put

29. Where one or more amendments are made upon a motion, the vote shall be taken among the amendments and the motion in that order. In the event that the motion or any amendments, which shall include any motion or amendment relating to the appointment of a member to any particular office or Committee, receives an absolute majority of votes of the members present and voting, then that proposition shall be carried. Where no such absolute majority obtains,/ the proposition with the least number of votes shall be eliminated and a further vote (or further votes as may be required) taken until an absolute majority of votes is received for a proposition.

Taking a Vote

30. After the Secretary has started to take the vote, no member will be allowed to offer an opinion, ask a question, or interrupt the proceedings until the result of the vote has been announced.

Delegating to Committees and Officers

31. (1) The Partnership may appoint such committees as it considers necessary or desirable and to refer to such committees such matters as it may specify. Any committee may deal only with those matters referred to it from the Partnership.

Part 1: Standing Orders

- (2) The Partnership's committees, their terms of reference and functions, are set out in the List of Committee Powers which also forms part of the Council's overall Governance Scheme.
- (3) The Chairperson of any committee shall be appointed by the committee itself. Should the Chairperson be absent, then the members present will appoint someone from amongst themselves to chair the meeting.
- (4) The Partnership may delegate powers to officers of the Partnership as may be set out in any List of Officer Powers as might be approved by the Partnership.
- (5) The Partnership may delegate powers to a sub group comprised of members and/or officers in relation to specific matters.

Exceptions from Delegation

- 32.** Subject to the terms of any law, the following will not be delegated to any committee: -
- (1) Introduction of new policies or changes in policies which might have a significant impact on the resources of the Partnership.
 - (2) Any matter involving expense not in accordance with financial regulations.

Attendance of Members of the Partnership at Committee Meetings

- 33.**
- (1) If a motion is referred to a committee, the proposer of the motion will be appointed as a member of the committee for that motion and any later consideration by the committee that directly relates to the motion.
 - (2) A member of the Partnership cannot be present at a meeting of a committee of which he or she is not a member when: -
 - the meeting is considering a matter where the decision may affect the interests of any person as an individual; and
 - the decision is made after a hearing by the committee where the person has a right to be heard (in person or through a representative).

Part 1: Standing Orders

Quorum for Committees

34. For the avoidance of doubt, the quorum for the Performance and Audit Committee shall be 4.

Application of Standing Orders to Committees

35. These Standing Orders shall apply to committees as they do to meetings of the Partnership, subject to the immediately preceding paragraph.

Deputations

36. (1) The Partnership or any committee can decide whether to hear any deputations from members of the public, staff or other interested parties on any matter that is referred or delegated to it. Any application for a deputation to speak to the meeting must be in submitted electronically or in writing, signed by a representative of the organisation or group wishing to be heard and submitted to the Secretary no later than at 5pm, one working day before the meeting concerned. However, the Chairperson can waive this requirement.
- (2) When the Partnership is considering whether to hear a deputation, it must not discuss the merits of the case itself. Unless the meeting agrees unanimously to hear or to refuse to hear the deputation, a vote will be taken without discussion on whether to hear the deputation. A deputation will have 10 minutes to present its case.
- (3) Any member can put a question to the deputation that is relevant to the subject but members must not discuss the merits of the case.

Code of Conduct

37. Members of the Partnership should comply with the Model Code of Conduct for Members of Boards of Devolved Public Bodies (2014), made under the Ethical Standards in Public Life etc. (Scotland) Act 2000

Partnership Business - Responsibility of the Proper Officer

38. Subject to the provisions of paragraph 80 (financial instruments) the Partnership Director shall be the Proper Officer for the Partnership for the purposes of sections 190, 191 and 193 of the Local Government (Scotland) Act 1973. In execution of such deeds the Partnership Director shall ensure that s/he takes appropriate advice from the appropriate officer or adviser to the Partnership.

Part 1: Standing Orders

Financial Arrangements

39. The Partnership will adopt such protocols for the financial administration of the Partnership and including all arrangements for budgeting and financial planning of the Partnership as are necessary for the proper financial administration of the Partnership and the delivery of Best Value in terms of the Local Government in Scotland Act 2003.

Items of Urgency

40. If a decision which would normally be made by the Partnership requires to be made urgently between meetings of the Board, the Partnership Director, in consultation with the Chairperson (whom failing, the Deputy Chairperson(s)), can take action subject to the matter being reported to the next meeting of the Partnership.

Suspending or Altering Standing Orders

41. (1) A Standing Order can only be suspended or abolished at any meeting if three-quarters of the Partnership members present agree.
- (2) None of the Standing Orders can be cancelled or altered unless a resolution to do so is passed after notice has been given at a previous ordinary meeting of the Partnership.
- (3) if the Secretary considers that any decision of the Partnership, on the conduct of its business, has altered Standing Orders, he should report this to the Partnership.

Contracts and Tenders

General Procedures

42. (1) In these Standing Orders the word “contractor” means a works contractor, a supplier of consultancy services and a supplier of goods and services.
- (2) All procedures for approval of contractors, inviting and receiving tenders and all other arrangements affecting contracts shall -
- comply with relevant legal requirements, and associated Statutory Instruments and Regulations; and
 - seek to ensure that tenders are genuinely competitive and that best value is achieved for the Partnership.
- (3) Subject to the above, detailed procedures relating to all such procedures shall be set out in the Contract Standing Orders from time

Part 1: Standing Orders

to time in force, which shall be observed by all members and officers of the Partnership, and are hereby deemed to be incorporated into these Standing Orders.

Financial Regulations

General Financial Regulations

43. (1) These regulations are made in terms of Section 95 of the 1973 Act, as applied to the Partnership by Section 106(1)(ba) of the said Act.
- (2) Section 95 of the 1973 Act empowers the Partnership to make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the Partnership has responsibility for the administration of those affairs. The Partnership has appointed the Treasurer to be the proper officer. The Local Authority Accounts (Scotland) Regulations 2014 lay down that the system of accounting control, the form of the accounts and supporting records should be determined by the Treasurer. The Regulations also provide that the Treasurer should ensure that the system of accounting control is observed and that the accounts and supporting records are kept up-to-date.

Accounts

44. The Treasurer, as proper officer, is statutorily responsible for all financial matters in which the Partnership is involved. As such the Treasurer, will provide means for procedural control which ensure that:

- all expenditure is a proper charge;
- all income due to the Partnership is collected;
- all assets are protected;
- all liabilities are accounted for; and
- proper financial reports are prepared.

The supervision and control of accounting, costing and other financial systems, records and operations together with the production of financial management information and the closing of accounts will be done in accordance with procedures and instructions issued by the Treasurer. The Treasurer will ensure that the accounts are properly maintained and prepared in accordance with Partnership policy, relevant legislation and appropriate Codes of Practice.

Budgets

45. The preparation of financial plans and budgets and their form will be done in accordance with procedures and instructions issued by the Treasurer in so far

Part 1: Standing Orders

as such procedures and instructions do not exist in Standing Orders or any protocols that might be agreed by the Partnership.

Expenditure Authorised

46. The authorisation of expenditure and operation of budgetary control will be done in accordance with procedures approved by the Treasurer insofar as such procedures do not exist in Standing Orders.

Audit

47. The Treasurer will make arrangements for the internal audit of the accounts of the Partnership. The Partnership Director and other officers of the Partnership are to make available for inspection by internal auditors such cash, vouchers, documents, correspondence or other items as may be deemed necessary by the Treasurer. The Treasurer will ensure that arrangements for the carrying out of the Statutory Audit, in terms of Section 96 of the 1973 Act, are in order.

Irregularities

48. Any member of the Partnership or of its staff discovering any suspected fraud or irregularity in the financial transactions of the Partnership is to immediately inform the Treasurer. In consultation with the Partnership Director, s/he will then conduct such investigation as he considers necessary and will take such action as may appear to be appropriate.

Invoices, Salaries, etc.

49. The incurring of expenditure, the verification, certification, submission and payment of invoices, salaries, wages and pensions will be done in accordance with procedures and instructions issued by the Treasurer.

Travelling Claims, etc.

50. The submission and processing of travelling, subsistence, financial loss claims and attendance allowances will be done in accordance with procedures and instructions issued by the Treasurer, including any travel policy from time to time in force.

Revenues

51. The collection of all revenues accruing to the Partnership is to be arranged by or in consultation with the Treasurer.

Part 1: Standing Orders

Debt Recovery

52. The Treasurer can sign petitions and certificates to the Sheriff Court for summary warrant applications. In consultation with the Treasurer, the Solicitor may settle or compromise any action of payment where the amount compromised does not reduce the amount recovered by more than £1,000.

Bad Debts

53. The Treasurer will have authority, having exhausted recognised means of debt collection, to authorise the writing off of bad debts up to a maximum of £1,000 in any case and for any sum where the debtor: -

- (a) is a company in liquidation; or
- (b) is untraceable.

Subject in the case of (a) above to an appropriate claim against the liquidator having been lodged. The Treasurer will report all other irrecoverable debts to the Partnership for authority to write off.

Charges

54. The Treasurer will ensure that charges are reviewed annually by the Partnership.

Bank Accounts

55. The Treasurer will operate all bank accounts on behalf of the Partnership.

Advances

56. The Treasurer will advance such amounts to such persons as is deemed necessary in order that such persons may defray petty expenditure. The Treasurer, in consultation with the Partnership Director, will determine the conditions relating to such advances.

Inventories

57. Records of stocks and stores will be kept in such form as shall be approved by the Partnership. The Partnership Director will be responsible for ensuring that up-to-date inventories of furnishings, office equipment, machinery, scientific apparatus, silverware, works of art and other valuable property are maintained.

Part 1: Standing Orders

Property Register

58. The Estates Functions Officer of the Partnership will maintain an up-to-date register of all land and heritable property owned by or leased by the Partnership, whether in its own right or in trust and will ensure that all such property is readily identifiable at any time.

Insurance

59. The Treasurer will arrange for the insurance of all such risks as may be required to be covered and will negotiate all claims in respect of such insurance.

Staff Records, Pay etc

60. The Treasurer will give instructions regarding the maintenance of such staff records as are necessary for pay and superannuation purposes.

Signing

61. The Partnership Director is designated in terms of the 1973 Act as proper officer for the purposes of sections 193 (authentication of documents) and 194 (execution of Deeds) for signing (where necessary) of financial instruments or instruments effecting the transfer of any securities or otherwise giving effect to the powers of borrowing delegated to the Treasurer. In execution of such deeds the Partnership Director shall ensure that s/he takes appropriate advice from the Treasurer or, in the event of there being no Treasurer, such other appropriate adviser to the Partnership.

Investments

62. The Treasurer can undertake any function, which might reasonably be deemed to be investment business and decide on specific purchases and sales of stocks, shares or any other allowable investments, as long as the Treasurer takes appropriate advice where necessary.

Treasury Management

63. The Partnership's treasury management will be carried out according to the Partnership's annually approved Treasury Management Strategy. Where practical, all Partnership money will be aggregated for the purposes of treasury management and will be under the control of the Treasurer. All executive decisions on the approved treasury management activities will be delegated to the Treasurer. The Treasurer will act according to CIPFA's *Code for Treasury Management in Public Service*. The Treasurer will arrange to borrow such sums as may be required from time to time by the Partnership in accordance with the Annual Treasury Management Strategy and within the terms of section 3 of the 2005 Act. The signatories to any document or

Part 1: Standing Orders

agreement relating to, constituting the security for, or acknowledging the existence of or receipt of any loan arranged under the terms of the Annual Treasury Management Strategy and the foregoing powers will be those nominated by the Partnership in respect of the signing of cheques. Mortgage deeds in the name of the Partnership will be signed and sealed in accordance with Section 194 of the 1973 Act. The Treasurer will report to the Partnership each financial year on the activities of the treasury management operation.

LIST OF COMMITTEE POWERS

Document Version Control – List of Committee Powers

Date	Author	Version	Status	Reason for Change
Aug 2017	Andrew Ferguson	1.0	Board Approval	Implementation
Oct 2018	Andrew Ferguson	1.1	FINAL	Adoption of version control
June 2018	Gavin King	1.2	FINAL	Succession Planning Committee remitted to prepare contingency and succession plans
September 2019	Gavin King	1.3	FINAL	Change to membership removing Chair's entitlement to substitute for any member.
March 2021	Gavin King	1.4	FINAL	Minor amendment to correct grammar
September 2022	Gavin King	1.5	FINAL	Reviewed, no changes

List of Committee Powers

CONTENTS

<u>Section</u>	<u>Page</u>
1 Introduction	3
2 Performance and Audit Committee	3
3 Succession Planning Committee	5

Introduction

The following List of Committee Powers sets out what powers the South of Scotland Transport Partnership (SEStran) has delegated to specific committees. It should be read along with SEStran's Standing Orders and the other documents in the overall Governance Scheme.

Performance and Audit Committee

The Terms of Reference and functions of the Performance and Audit Committee are to deal with the following matters:-

1. SCRUTINY

- 1.1. To scrutinise any matter relating to the Partnership having regard to the Partnership's responsibility for Best Value and continuous improvement.

2. STAFFING

- 2.1. To take decisions on all staffing matters which are not otherwise delegated to the Partnership Director, including performance appraisal and remuneration matters related to the Partnership Director, and changes to terms and conditions.
- 2.2. To consider and determine, with powers, appeals submitted by any employee who is entitled to appeal to the Partnership under any statutory provision, contract of employment, condition of service or any partnership policy or procedure on employment.
- 2.3. To act as the Disputes Committee of the Partnership in determining, with powers, the Partnership's position on any matter which is the subject for the formal dispute (except in so far as the decision has already been taken by the Partnership).

3. STANDARDS

- 3.1. Promoting and maintaining high standards of conduct by members
- 3.2. Assisting members and co-opted members to observe the Member's Code of Conduct and any Partnership Code of Conduct or protocol.
- 3.3. Advising the Partnership on the adoption or revision of any Code of Conduct for members including training or arranging for training to be provided.
- 3.4. Considering any report by the Standards Commission for Scotland and any Hearing held under the Ethical Standards in Public Life etc. (Scotland) Act.

Part 2: List of Committee Powers

- 3.5.** Considering all matters concerning the establishment, maintenance and public availability of a register of interests that have been declared by members or employees of the Partnership including guidance for the assistance of members and employees on the registration of interests, gifts and hospitality.
- 3.6.** Considering and updating where appropriate the Partnership's Code of Conduct for employees.
- 3.7.** Considering any protocol to guide members and officers in their relations with one another.
- 3.8.** Considering guidelines on the standards of conduct required of agents and contractors acting for and on behalf of the Partnership.
- 3.9.** Considering the Partnership's Customer Care and Complaints policies.
- 3.10.** Considering all reports made by external bodies with a regulatory function in respect of the Partnership.

4. AUDIT

- 4.1.** Reviewing with management the adequacy of the following matters:-
 - 4.1.1.** internal control systems;
 - 4.1.2.** policies and practices to ensure compliance with relevant statutes, directions, guidance and policies;
 - 4.1.3.** financial information presented to the Partnership;
 - 4.1.4.** risk assessment arrangements and procedures.
- 4.2.** Reviewing with management the Partnership's financial statements, management letters or reports in compliance with Codes of Corporate Governance.
- 4.3.** Ensuring that the internal audit function is properly resourced and has appropriate standing within the Partnership.
- 4.4.** Reviewing the activities of the internal audit function, including its annual work programme, co-ordination with the external auditors, the reports setting out the investigations and the responses of management to specific recommendations.
- 4.5.** Scrutinising and investigating any particular matter which the Committee consider requires further examination.

Membership

The Committee shall comprise 8 councillor members, one from each authority; and 4 non-councillor members, chosen (in the event of disagreement) by the Partnership. Each councillor member shall be entitled to nominate a substitute from their own authority. The Chair of the Partnership shall not be entitled to substitute for any member of the committee.

The Committee's quorum shall be 4.

Succession Planning Committee

Purpose

Inclusive and diverse Boards are more likely to be effective, to be better able to understand their stakeholders and benefit from fresh perspectives, new ideas, vigorous challenge and broad experience.

The role of the SEStran Succession Planning Committee is to:

- lead on meeting the Board's responsibilities in relation to planning for succession through appointments and Board member development;
- offer advice to the Board on future appointments and reappointments;
- review and evaluate the skills, knowledge, expertise, diversity (including protected characteristics) of current Board members, and requirements of future members, on an annual basis; and
- monitor the development and continuous improvement a succession plan that can be presented to the Board.
- to prepare, for Partnership Board approval, operational contingency and succession plans for the Partnership.

Constitution

1. The Succession Planning Committee shall consist of the Chair, two Board members, the Partnership Director, the Secretary and representative from SEStran's Human Resources advisers. Other officers may be invited to attend for all or part of any meeting as and when appropriate.
2. The Chair of the Committee will be the Chair of the Board.
3. The quorum required to be present at any meeting of the Committee shall comprise no fewer than three members.
4. The Committee will meet at least biennially. The meeting will be timed to align with the Board planning cycle. The Committee will also convene on an ad hoc basis to deal with issues such as unanticipated Board member departures and changes to the operating environment.
5. The Committee will report to the Board. A copy of the minutes will normally form the basis of the report.
6. The Committee will review its own effectiveness and provide an overview report to the Board annually on the Committee's work and key considerations.
7. The Succession Planning Committee may co-opt additional members for a period not exceeding one year to provide specialist input.

Remit

1. Review and evaluate skills, knowledge, experience and diversity (including in relation to protected characteristics) of the Board including the attributes required for all or the majority of Board members (both now and in the future).

Part 2: List of Committee Powers

2. Identify skills and diversity gaps and shortages in light of Sestran's long-term strategy.
3. Further develop, monitor and continuously improve a succession plan in response to the skills and diversity needs that have been identified, and in so doing, ensuring that new members appointed to the Board reflect the needs identified, thus avoiding appointments being made in the image of the current Board members.
4. Consider how SEStran can best meet its obligations under the Equality Act 2010 and subsidiary regulations.
5. Consult and seek advice from various sources on ways of attracting the type of applicant required, identify and advise on different methods and approaches to recruitment including the application process, information pack and interviews.
6. Give consideration to participation of users of services or members of the SEStran Equalities/Healthcare Forum in the recruitment process.
7. Consider recommending one or more committee members taking part in the assessment of applicants.
8. Keep the Board apprised of the committee's work and prepare an annual report to the Board.
9. Involve, as appropriate, the executive resources of the body such as HR and legal professionals, to enhance and support appointment activity and to ensure that it is aligned with the body's brand, values and other corporate communications.
10. Adhere at all times to the relevant Code of Practices and appropriate guidance and advice from the office of the Commissioner for Ethical Standards in Public Life in Scotland.

General

1. The work of the Committee needs to be fully informed by:
 - Strategic planning,
 - Business planning,
 - Risk register,
 - Information presented to the Board on its composition in accordance with the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016, and
 - Performance assessment (which will also be linked to external and internal audit).

LIST OF OFFICER POWERS

Document Version Control – List of Officer Powers

Date	Author	Version	Status	Reason for Change
August 2017	Andrew Ferguson	1.0	Board Approval	Implementation
Oct 2018	Andrew Ferguson	1.1	FINAL	Adoption of version control
June 2018	Gavin King	1.2	FINAL	Inclusion of section 7 and amendments to Use of delegated powers
Sept 2019	Gavin King	1.3	FINAL	Reviewed, no change
March 2021	Gavin King	1.4	FINAL	Minor changes to terminology
September 2022	Gavin King	1.5	FINAL	Reviewed, no changes

List of Officer Powers

CONTENTS

<u>Section</u>	<u>Page</u>
1 Application of List of Officer Powers	3
2 Delegation to Partnership Director	5
3 Specific Delegation to Partnership Director	8
4 Delegation to Secretary	9
5 Delegation to Treasurer	9
6 Delegation to Solicitor	10
7 Partnership Operational Contingency Plan	11

1.0 **APPLICATION OF LIST OF OFFICER POWERS**

1.1 **Commencement**

This List of Officer Powers replaces SEStran's Scheme of Delegation and shall have effect from 22nd August, 2017.

1.2 **Interpretation**

1.2.1 In this document the following words shall have the meanings assigned to them, that is to say:-

“Act” means the Transport (Scotland) Act 2005;

“Sustran” means the South East of Scotland Transport Partnership, constituted in terms of the Act and having their principal offices at Area 3D (Bridge) Victoria Quay, Edinburgh EH6 6QQ;

“Officer” means an official employed to carry out a function of Sustran, whether directly employed, seconded, or otherwise;

“Partnership Director,” “Treasurer,” “Secretary,” “Solicitor,” “Chairperson” and “Deputy Chairperson” have the meanings ascribed to them respectively by the Standing Orders;

“Standing Orders” means the current Standing Orders of Sustran as from time to time amended.

“Contract Standing Orders” means the current Contract Standing Orders of Sustran as from time to time amended.

1.2.2 Any reference to any Act of Parliament shall be construed as a reference to the Act of Parliament as from time to time amended, extended or re-enacted and to include any byelaws, statutory instruments, rules, regulations, orders, notices, directions, consents or permissions made thereunder. Any reference to any statutory instrument, regulation or order shall be construed as a reference to that instrument, regulation or order (as the case may be) as from time to time amended, extended or re-enacted.

1.2.3 Subject to the foregoing provisions of this paragraph, the Interpretation Act 1978 shall apply to this document's interpretation as it applies to the interpretation of an Act of Parliament.

1.3 Alteration

Subject to the provisions of the Act, Sestran shall be entitled to amend, vary or revoke this List of Officer Powers from time to time.

1.4 Rules Regulating Use of Delegated Powers

1.4.1 Officers must use the authority delegated to them according to the policies of Sestran. Sestran will decide new policy.

1.4.2 Where the Partnership Director has delegated authority the principle of subsidiarity should be applied and decisions should be further delegated to as close to the point of service delivery as is appropriate in the circumstances.

1.4.2 If the Partnership Director is not available, his or her nominated depute or other senior officer(s) can use the authority delegated, unless they cannot do so by law or because of this document.

1.4.3 All delegated powers must be exercised subject to adequate budgetary provision being available and having regard to the terms of Sestran's statutory powers, Standing Orders, Financial Rules and current policies.

1.4.4 An officer must not make any decision or take any action in accordance with powers conferred by this List of Officer Powers if the decision or outcome could create the perception that an officer is not strictly adhering to the key principles of public life as set out in the relevant Code of Conduct. These principles are selflessness, integrity, objectivity, accountability, openness, honesty, respect and leadership. Delegated powers must not be used where either the interests of the officer, the matter to which the decision relates or the identity of any other person involved could lead a member of the public to conclude that the powers had been used to avoid scrutiny by Sestran or a Committee of Sestran. If an officer is in any doubt as to whether they should make use of delegated powers then they should seek guidance from their line manager or the Solicitor.

1.4.5 The provisions of this List of Officer Powers to officers are intended to assist in the efficient and effective management of Sestran's activities and to foster a culture of responsiveness to customers and service users. In applying it, it is important that officers pay due regard to the need for appropriate periodic reporting of delegated decisions to members of Sestran, both for information purposes and to allow Members to properly discharge their scrutiny role.

1.4.6 Interpreting policy: if there is a question on whether a decision taken by or action authorised by an officer sets up or alters policy on any matter, it will be decided by the Partnership Director in consultation with the Chairperson. Any such decision shall be subject to review by the

Performance and Audit Committee, who will report their findings to Sestran for approval.

- 1.4.7 Disputes: The Partnership Director in consultation with the Chairperson will decide on all disputes on whether an issue is delegated to a particular officer. Any such decision shall be subject to review by the Performance and Audit Committee.
- 1.4.8 Reports will be submitted to Sestran on substantive decisions taken and actions authorised under delegated authority. These will be in the form and under the arrangements as determined by the Partnership Director.
- 1.4.9 Where a decision or action proposed to be taken under delegated powers is likely to be regarded as politically controversial or is a decision that will have or is likely to have:
 - i) A significant effect on financial, reputational or operational risk; and/or
 - ii) A significant impact on service delivery or performance

The Chair and Vice-Chairs will be consulted before any decision is made.

2. DELEGATION TO PARTNERSHIP DIRECTOR:

GENERAL DELEGATION

The Partnership Director is authorised:-

2.1 Urgent matters

If a decision which would normally be made by the Partnership requires to be made urgently between meetings of the Board, to take, in consultation with the Chairperson (whom failing, a Deputy Chairperson), action subject to the matter being reported to the next meeting of the Partnership. Where such action involves incurring expenditure, the Treasurer shall be consulted. In appropriate circumstances the Solicitor shall be consulted in advance of taking action.

2.2 Appointments

to appoint officers within agreed staffing and expenditure levels.

2.3 Discipline

to conduct disciplinary and grievance proceedings for officers under Sestran's approved procedures.

2.4 Changes to the Establishment

to amend structures or gradings below the level of Partnership Director.

2.5 Performance Appraisal and Pay Scales

Within agreed staffing and expenditure levels, and subject to existing terms and conditions, carry out such performance appraisals and implement such performance related pay schemes as from time to time may be appropriate.

2.6 Other Personnel Matters

- (a) in relation to staffing matters, to instruct the immediate implementation of any circular from any officially recognised body which allows no discretion to Sestran. Where there is a choice of action, the circular should normally be referred to Sestran.
- (b) to decide in accordance with approved schemes and to take such decisions relating to terms & conditions e.g.:
 - paid or unpaid leave for special circumstances, secondment or leave to work or visit abroad
 - closing down early for a festive season/ public holiday
 - approval of transfer of annual leave
 - extending sickness allowance
 - approval of applications for car loans/leasing schemes
 - to approve the voluntary termination, early retiral or ill-health retiral of any officer in Sestran's service provided the terms and conditions relating to the termination or retirement are in accordance with the relevant Partnership policy
 - to administer and manage the various approved policies and procedures including disciplinary, grievance and absence management.

2.7 Health & Safety Legislation

to manage Sestran's Health & Safety policy and arrangements.

2.8 Transferring funds (Virements)

Subject to any policies and directions issued by the Treasurer, to authorise:-

- (a) transfer of funds between headings within their approved revenue budgets.

- (b) transfer of funds between capital budgets included in the capital budget.

In carrying out transfers, the Partnership Director must

- (1) report to Sustran if a change in Partnership policy is involved.
- (2) report to the Treasurer if the transfer will affect revenue or capital budgets for future years.
- (3) tell the Treasurer when a transfer is approved under delegated powers.

2.9 Contracts

- (a) to exercise the powers conferred on him contained in Contract Standing Orders.
- (b) subject to compliance with Contract Standing Orders, to appoint consultants/ specialist advisers as appropriate.

2.10 Other Delegations in terms of Standing Orders

In addition to the delegations in relation to Contracts referred to in the immediately preceding paragraph, to exercise the powers conferred on him elsewhere in the Standing Orders, and specifically (but without prejudice to the generality):

- Paragraph 38 - Execution of Deeds etc., under Section 190, 191 and 193 of the Local Government (Scotland) Act 1973;
- Paragraph 79 - Execution and authentication of Deeds relating to financial instruments or instruments affecting the transfer of any securities etc.

Reference is made to the requirements in the Standing Orders to take advice from the appropriate officers.

2.11 Miscellaneous

- (a) Hospitality

to approve reasonable hospitality to representatives of other authorities, external organisations and for official internal/staff functions e.g. Long Service Awards in accordance with the Financial Rules.

- (b) Use of Land and Buildings

to approve, subject to compliance with any approved scheme of charges, the use, by appropriate organisations and bodies, of any land

or premises owned by Sestran and under their sole operational control.

(c) Access

to regulate the use and conduct of persons on or in any land owned, occupied or managed by Sestran or otherwise under its control and to which the public have access, whether on payment or not.

(d) Stock "Write-off"

In general, to be responsible for the management of stocks and equipment, and to write off of any such stores, plant, furniture and equipment which has become unfit for use and are unsaleable after consultation with the Treasurer.

(e) Stock Re-Valuations

following consultation with the Treasurer, to write down value of obsolete or slow moving stock to a realistic value, lower of cost or net realisable value.

(f) Disposal of capital items

following consultation with the Treasurer, to authorise obsolete plant items and equipment to be sold at public auction with the highest offer accepted.

3. SPECIFIC DELEGATION TO THE PARTNERSHIP DIRECTOR:

The Partnership Director (which delegated power should not normally be delegated further) is authorised:-

- 3.1 to represent the interests of Sestran in communications with the media.
- 3.2 to pay valid claims for damage to, or loss of, property of third parties in circumstances where Sestran is deemed to be liable and the amount involved is less than Sestran's insurance excess.
- 3.3 to accept tenders in terms of Contract Standing Orders
- 3.4 to terminate on behalf of Sestran any contract which Sestran is entitled to terminate under the appropriate conditions of contract and where he/she is satisfied that it is in the interests of Sestran to do so and following consultation with the Solicitor.
- 3.5 to assess which capital projects are submitted to Sestran's capital budget plans.

- 3.6 in consultation with the Treasurer, to prepare reports on procurement and funding of transport projects (including the most appropriate method of procurement and funding) for Sestran.
- 3.7 in consultation with the Treasurer, to develop criteria to determine the form of agreement for delivery of contracts and the financial relationships flowing from these.
- 3.8 to expend the approved budget.
- 3.9 to make payment of all sums to all creditors subject to the certification and authorisation of appropriate officers, and to make arrangements for further delegation to other officers for payment of invoices up to limits to be specified by the Partnership Director, notifying the Treasurer in terms of the Financial Rules.
- 3.10 Where a claim for compensation has been submitted to Sestran then it must be assessed by the Solicitor or by Sestran's claim handlers to determine whether Sestran has any legal liability to meet the claim. In those cases where Sestran has no legal liability, the Partnership Director may decide that the circumstances giving rise to the claim merit the making of an ex gratia payment. The Partnership Director is authorised to make such payments up to the value of £5,000. Such payments require to be made in consultation with the Solicitor.
- 3.11 to authorise the acceptance of sponsorship and/or advertising in respect of Partnership controlled media in accordance with approved Partnership policies.
- 3.12 to delegate authority to allow monitoring of start/leave dates, performance and timekeeping, in terms of the Financial Rules.
- 3.13 to approve all technical decisions in relation to operational matters.
- 3.14 to respond as required to consultations from the Scottish or U.K. Government, local authorities or other bodies on matters relevant to SEStran, where Members have not indicated a preference to consider matters at a Partnership meeting. In each case the Partnership Director shall so far as possible take into account the views of individual Members, and consult with the Chairperson and Deputy Chairperson(s).

4. SECRETARY

The Secretary is authorised:-

- 4.1 to act as the proper officer for the following purposes of the Local Government (Scotland) Act 1973 –
 - Section 43 and Schedule 7 (Meetings and Proceedings)
 - Section 50B (Access to agenda and connected reports)
 - Section 50C (Inspection of Minutes and other documents)

- Section 50D (Inspection of Background Papers)
 - Section 50F (Additional rights of access to documents for members of the Partnership)
 - Section 193 (Authentication of documents)
- 4.2 to act as Monitoring Officer for Sustran. To act as the designated officer for Ethical Standards in Public Life

5. TREASURER

The Treasurer is authorised:

- 5.1 to establish a financial framework, including Financial Rules, which provide for effective managerial control and review and satisfactory monitoring and reporting procedures; and to maintain all financial records. Reference is made to Standing Orders 43 to 63 and the Financial Rules.
- 5.2 to establish proper arrangements in respect of Treasury Management, Pensions and the safeguarding of assets including risk management and insurance.
- 5.3 to authorise effective insurance cover in consultation with the Treasurer in accordance with the Financial Rules.
- 5.4 To act as proper officer for the purposes of the Local Government (Scotland) Act 1973, section 95;
- 5.5 to create, operate and close any bank accounts on behalf of Sustran.
- 5.6 to authorise bad debts to be written off in accordance with Standing Order 71.
- 5.7 to deal with claims in sequestrations and liquidations (Section 191 of the Act of 1973).
- 5.8 to review the financial limits given in Standing Orders or Financial Regulations every year, in line with the relevant inflation indexes.
- 5.9 to exercise all borrowing and lending that Sustran needs in accordance with the Annual Treasury Management Strategy . Any document or agreement which relates to, is the security for, confirms the existence of or is a receipt for any loan/lease arranged under the terms of the Annual Treasury Management Strategy will be signed by those people who are nominated by Sustran to sign cheques. Mortgage deeds in the name of Sustran will be signed and sealed according to Section 194 of the Local Government (Scotland) Act 1973.
- 5.10 to use any suitable banking and advisory services and deciding on specific purchases and sales of stocks, shares or any other allowable investments as long as the Treasurer takes the appropriate advice where necessary. Reference is made to Standing Order 62.

- 5.11 to sign all claims, returns or written submissions relating to grants and financial statistics.
- 5.12 To administer the Partnership's scheme of allowances and expenses in terms of the Financial Rules.

6. SOLICITOR

The Solicitor is authorised:-

- 6.1 To act as the designated officer for Public Interest Disclosure.
- 6.2 to carry out legal procedures necessary to implementing any matters delegated to the Partnership Officers.
- 6.3 to sign missives and other conveyancing documents and to sign notices and orders in connection with compulsory purchase orders.
- 6.5 to engage private legal firms or engage counsel when appropriate and it is in Sustran's interest.
- 6.6 to start, defend and appear in any legal or tribunal proceedings or any inquiry when appropriate and it is in Sustran's interest.
- 6.7 to settle any action or claim against Sustran up to the level of £1,000. This power to be exercised in consultation with the Treasurer.
7. Partnership Operational Contingency Plan
- 7.1 To assign operational and procedural responsibilities to appropriate staff levels, in the event of absence at a senior level.

Operational & Procedural Responsibilities

Responsibility	Currently Assigned to	Delegated Level
<u>See Scheme of Delegation 2017</u> All duties under part 3 "Specific delegation to the Partnership Director." Duties 2.1 to 2.6 within the "List of Officer	Partnership Director	Senior Partnership Manager

Part 3 List of Officer Powers

Powers”, Part 2, Delegation to Partnership Director, General Delegation.		
Management of Projects	Senior Partnership Manager	Individual Project Officers
Responsibility	Currently Assigned to	Delegated Level
Management of Budget	Senior Partnership Manager	Business Manager
Management of Admin Facilities	Business Manager	Senior Partnership Manager
Administration & Organisation of Formal Meetings	Business Manager	Business Support Officer

SESTRAN FINANCIAL RULES

Document Version Control – Governance Scheme

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April 2006	SEStran	1.0	Implemented	
Jun 2014	SEStran	1.1	FINAL	Annual review
Oct 2018	SEStran	1.2	FINAL	Adoption of version control
Sept 2019	Gavin King	1.3	FINAL	Reviewed, no changes
March 2021	Gavin King	1.4	FINAL	Inclusion of paragraph on use of purchase cards
Sept 2022	Gavin King	1.5	FINAL	Reviewed, no changes

Authorising Expenditure

- 1 Arrangements for authorising expenditure will be in accordance with the procedures adopted by the City of Edinburgh Council.
- 2 No official may let the Partnership's spending (whether revenue or capital) exceed its budget.
- 3 No official may incur any expenditure unless it is an expense which has been approved by the Partnership.
- 4 Proposals to incur expenditure which can be contained within the overall approved budget - but which have not been provided for therein - can be financed by means of budget transfers (or virements). Subject to any policies and directions issued by the Treasurer, power is delegated to Partnership Director to authorise transfer of funds between headings within their approved budgets. In carrying out transfers, the Director must:
 - i. report to the Partnership if a change in policy is involved;
 - ii. report to the Partnership if the transfer will affect revenue budgets for future years;
 - iii. advise the Treasurer when a transfer is approved under delegated powers.
- 5 Where capital grant is awarded for a specific project, no transfer to alternative projects is permitted without the formal consent of the funder.
- 6 The Partnership Director, in consultation with the Chair, may submit a request for expenditure of an emergency nature. In such circumstances the expenditure concerned may be incurred on the authorisation of the Treasurer. The Director shall arrange for the matter to be reported to the Partnership.

- 7 All claims, returns or written submissions relating to grants and financial statistics must be signed by the Treasurer. Any exception to this must be agreed by the Treasurer.
- 8 Financial records shall not be disposed of other than in accordance with arrangements approved by the Treasurer.

Reporting Requirements

- 9 Every Partnership report is required to include the financial consequences of proposals for the current and future years to be stated.
- 10 In the event that reports do not meet the above criteria, or insufficient time is given to the Treasurer to allow proper consideration of the matter, the Treasurer may request the Secretary to withdraw such an item from the agenda.
- 11 The Treasurer, in conjunction with the Partnership Director, is required to submit detailed monitoring reports to the Partnership at the 6, 9 and 12 month stages of each financial year. These reports will compare actual expenditure to date and projected outturn expenditure with the budget position. Both revenue and capital expenditure and key service issues will be reported.
- 12 The financial content of Partnership reports cannot be determined by a universal set of rigidly applied rules. An element of judgement is required. However, this needs to be based on best professional practice and advice. Reports with financial implications should be prepared having regard to the following considerations:
 - i. Cost - the full revenue and/or capital cost per annum arising directly from the proposal;
 - ii. Budget Provision - whether the proposal will be funded from a specific and identified budget area or from a specified substitution;
 - iii. Income/Savings - details of any additional income or savings arising from the proposal which are available to offset costs, and a clear indication of whether these are sustainable in future years or one-off;
 - iv. An explanation of the assumptions used in determining costs, savings and/or income be stated;
 - v. Where costs, income or savings will be incurred over a number of years, an analysis over the period to assist with forward financial planning;
 - vi. External Funding - details of any external funding or contributions from other sources and the timing of the receipt of these funds;
 - vii. All figures to be shown using a consistent price base, with the price base clearly stated (for example, 'using April 2021 prices');

- viii. Where a project will be delivered over a number of years, an annual cash-flow projection should be provided;
 - ix. A comparison of the financing options that have been considered, for example, acquisition, finance lease, operating lease, etc.;
 - x. A sensitivity analysis of the project to key variables to be set out, including a risk analysis.
- 13 These should be treated as guidelines to be applied dependent on the particular content of reports and the materiality of the financial implications. Not all these considerations will be relevant to every proposal or project with financial implications. Together with the provision of professional financial advice, however, these measures are intended to strengthen the Partnership's control of its finances and to enable the Partnership to demonstrate that financial information is prepared on a robust, transparent and consistent basis.

Salaries and Wages

- 14 Appointments of all employees shall be made in accordance with the procedures approved by the Partnership and the approved establishment, grade and rates of pay.
- 15 The processing and payment of salaries and wages shall be done in accordance with procedures adopted by the City of Edinburgh Council and instructions issued by the Treasurer from time to time.
- 16 The payment of salaries, wages, compensations and other emoluments to all employees or retiring allowances to former employees shall be made by the Treasurer, who shall also be responsible for transmitting superannuation contributions to the Pension Fund and tax and national insurance contributions to HM Revenue & Customs.
- 17 The Partnership Director is responsible for keeping the staff number within approved structures and budgets.
- 18 The control objectives to be achieved by operation of the Partnership's payroll procedures are to demonstrably ensure that:
- i. all payments are made timeously according to entitlement;
 - ii. all deductions on behalf of third parties are appropriate and remitted timeously;
 - iii. all transactions are accounted for in the ledger.
- 19 The duties of payroll preparation, verification and payment must be segregated.
- 20 The Partnership Director carries the responsibility for the security of such records, and for implementing such procedures, which demonstrably ensure both compliance with Partnership Policy, and the accuracy of the information used as the basis for payroll input.

- 21 These procedures will include proper delegation of authority which allows monitoring of start/leave dates, performance and timekeeping, evidenced by signature or password and independent verification of the whole of the information submitted.
- 22 The Partnership Director carries the responsibility for ensuring that submission of the information necessary for payroll input meets the prescribed deadlines set to enable timeous payroll production.
- 23 The Partnership Director is responsible for providing the Treasurer with such information as is required for the completion of Partnership and statutory returns.
- 24 For persons such as consultants engaged by the Partnership for specific tasks, but who are not regarded as having full employee status, special care should be taken with respect to their tax and National Insurance treatment. Every case which might fall into this category, should be referred to the Treasurer for advice.
- 25 Legitimate hospitality, or expenses incurred in the course of duty, shall be reimbursed through the Payroll in accordance with procedures agreed by the Treasurer.

Audit

- 26 The Treasurer, through the offices of the Chief Internal Auditor of the City of Edinburgh Council, shall arrange for a continuous internal audit, to carry out an examination of accounting, financial and other operations of the Partnership.
- 27 The Chief Internal Auditor shall review, appraise and report on:
 - i. the adequacy of internal control as a matter of probity and as a contribution to the economic, efficient and effective use of resources;
 - ii. compliance with approved Partnership policies, plans or procedures;
 - iii. whether the Partnership's assets are properly accounted for and safeguarded from losses arising from theft, fraud, waste, inefficient administration or poor value for money;
 - iv. the suitability and reliability of management data produced within the Partnership;
 - v. how effectively managers perform their responsibility with assistance from the Chief Internal Auditor to achieve value for money;
- 28 The Chief Internal Auditor shall have authority, subject to any necessary prior consultations to:
 - i. enter at all reasonable times on any Partnership premises or land;

Part 4: Financial Rules

- ii. have access to all records, documents and correspondence relating to any financial and related transactions of the Partnership;
 - iii. require and receive such explanations as are necessary concerning any matter under examination; and
 - iv. require any employee of the Partnership to produce cash, stores or any other Partnership property under their control.
- 29 If members of the Partnership or its staff discover any suspected fraud or irregularity that affects the affairs of the Partnership, they must immediately inform the Treasurer who will, in consultation with the Partnership Director, make enquiries and take any action deemed appropriate.
- 30 The Treasurer will ensure that proper arrangements are made for carrying out the statutory audit of the Partnership.
- 31 The Chief Internal Auditor will submit an annual report to the Partnership.

Allowances and Expenses

- 32 The Treasurer shall be responsible for the payment of such allowances and reimbursement of such expenses as the Partnership determines.
- 33 The Treasurer shall be responsible for administering the Partnership's scheme of allowances and expenses in accordance with any relevant statutory provisions.
- 34 The Partnership Director is required to ensure that:
 - i. claims are submitted in accordance with conditions of service, Partnership policies and other statutory provisions, together with relevant supporting information such as receipts;
 - ii. claims are submitted on the appropriate form and certified by an authorised officer;
 - iii. the Treasurer is advised of the officers authorised to sign claim forms on their behalf;
 - iv. the Treasurer is provided with such information as is required to complete Partnership and statutory returns.
- 35 A report on Members' allowances will be published annually, incorporating all details of allowances paid and expenses reimbursed.

Insurance

- 36 Through the offices of the Insurance Manager of the City of Edinburgh Council, the Treasurer shall effect such insurance covers as may be required and negotiate with the Partnership's insurers all claims, in consultation with the other Partnership Officers where necessary. The

Treasurer shall review all insurances as appropriate and report thereon to the Partnership.

- 37 The Partnership Director shall give prompt notification to the Treasurer of all new risks, properties, etc. which require to be insured, and of any alterations or material facts which may affect existing insurances.
- 38 The Partnership Director shall notify the Treasurer, immediately in writing, of any loss, liability or damage or any event likely to lead to a claim and should inform the police where appropriate.
- 39 The Partnership Director shall consult with the Treasurer regarding the terms of any indemnity which may be required. The Treasurer shall consult with the Partnership Solicitor and Insurance Manager regarding the relevant insurance requirements.
- 40 The Partnership Director shall take due account of any recommendations proposed by the Partnership's insurers arising from a risk survey and inform the Treasurer where it is not possible to carry out the recommendations within the timescales specified by the Insurers. The Treasurer shall advise on risk management issues in consultation with the Partnership Director, the appointed insurance adviser and the relevant insurer(s).
- 41 The Treasurer is responsible for preparing, developing and co-ordinating the Partnership's risk management policy.
- 42 The Partnership Director is responsible for ensuring the implementation and effectiveness of the risk management policy and for its review.

Purchasing

- 43 The Partnership Director is responsible for ensuring that all purchasing activity is undertaken in accordance with guidance issued by the Treasurer.
- 44 The Partnership Director carries the responsibility for enforcing compliance with credit purchase procedures which demonstrably ensure that:
 - i. all goods and services ordered are necessary to carry out the Partnership's functions and comply with Partnership policies;
 - ii. sufficient funds are available in the appropriate budget;
 - iii. all goods and services supplied are of the necessary standard, are in accordance with the order details and, where relevant, are properly recorded in stock and inventory records;
 - iv. all invoices authorised for payment are submitted on time, are in accordance with the goods and services supplied, and are properly accounted for in the financial ledger;
 - v. unused order stationery is stored securely;

- vi. there is adequate segregation of duties at least between authorisation of payment and receipt of goods, and ideally between each of these two and authorisation of the order.

Payment of Accounts

Suppliers' Invoices

- 45 The arrangements for processing invoices for payment shall be in accordance with the procedures adopted by the City of Edinburgh Council.
- 46 The Partnership Director will be responsible for certifying invoices for payment and for approving other officers who may authorise invoices and the limits of their authority.
- 47 The Treasurer must be notified of:
 - i. the names of officers who have the facility to authorise invoice payment and the limits of their authority;
 - ii. any change to (i) must be notified within five working days.
- 48 Certification of invoices for payment will incorporate the following checks:
 - i. that the invoice is correctly addressed to the Partnership;
 - ii. that the payment is a true liability of the Partnership and that the goods or services have been properly ordered;
 - iii. that the goods have been received, examined and accepted as to quality and quantity;
 - iv. that the work done or service rendered has been satisfactorily carried out;
 - v. that prices are in accordance with the contract or quotation. Where no contract or quotation exists, that the prices are reasonable;
 - vi. that the account is arithmetically correct;
 - vii. that deductions have been made for discounts where applicable;
 - viii. that, where appropriate, goods have been recorded on stores or inventory records;
 - ix. that both expenditure and VAT are correctly coded to the financial ledger.
- 49 The Treasurer may withhold payment if any of the above conditions are not met.
- 50 Payments must not be made prior to receipt of goods, without approval of the Treasurer.
- 51 Where an original invoice is unavailable, a copy must be requested from the supplier. All copies of original invoices must be endorsed as a certified copy by the supplier and signed by the suppliers'

representatives. Endorsed copies are acceptable for audit and VAT recovery purposes.

- 52 When an invoice contains a VAT error, e.g. an arithmetical error, the invoice must not be changed manually. The supplier should be contacted in order that a credit note might be issued and a new invoice issued for the correct amount.

Regular and Non-Regular Miscellaneous Payments

- 53 Miscellaneous Payments include capital grants, refunds to individuals, payroll corrections, etc.
- 54 The payment of regular and non-regular miscellaneous payments will be made through special applications in accordance with procedures laid down by the Treasurer. The following conditions apply:-
- i. payments shall not relate to a contract for supplies and services;
 - ii. the Treasurer must approve the format of customised miscellaneous payment forms;
 - iii. the payment must be within the statutory and discretionary responsibilities of the Partnership.

Payment by Bank Transfer

- 55 The Treasurer may pay invoices or make miscellaneous payments by bank transfer (BACS), and shall be provided by the Partnership Director with the appropriate bank information. Urgent transactions (not invoices) may be paid by CHAPS at the discretion of the Treasurer.

Control Objectives

- 56 The aim of these procedures is to demonstrate that all payments are:
- i. made timeously once and only once;
 - ii. in accordance with the Partnership's needs;
 - iii. in accordance with the Partnership's policies;
 - iv. properly accounted for.
- 57 Ideally, all payment procedures should be arranged in such a way that the duties of:
- i. authorising purchase;
 - ii. receiving goods and services;
 - iii. authorising payment;
 - iv. making payment;
 - v. verification;
- are segregated, all evidenced by password control or signature and date. Any situation where this cannot be achieved should be discussed with the Chief Internal Auditor.

Payment of Grants

- 58 The Partnership Director is responsible for ensuring that each grant award complies with the corporate criteria and is subject to any such conditions as the Partnership deems appropriate to the particular award.
- 59 The Partnership Director is responsible for project evaluation and the monitoring and evaluation procedures adopted in each case.
- 60 The Partnership Director is required to contain total grants paid within budget provisions for the current year.
- 61 The arrangements for processing grant payments will be in accordance with procedures adopted by the City of Edinburgh Council.

Purchase Card Use

- 62 The Partnership approved rules and procedures for the use of purchase cards at its meeting on 2nd December 2016. Purchase Cards should be used in accordance with the approved Rules and Procedures.

Further Information

- 63 For further information regarding these Financial Rules, please contact Iain Shaw, Principal Finance Manager, City of Edinburgh Council. Tel. 0131-469 3117. iain.shaw@edinburgh.gov.uk

Reviewed March 2021

EXPENSES CLAIM FORM (OTHER MEMBERS)

Date of Meeting.....

Name of Claimant :
Address
Post Code

<u>To whom cheque should be made payable if different from above</u>
Payee
Address
Post Code

Your expenses will be paid as soon as possible after you submit this form. Payment cannot be made on the date of the Partnership meeting. **In support of SESTRAN's commitment to sustainable transport, please consider where practicable, travel by foot, bicycle or public transport in preference to travel by car. Thank you.**

DETAILS OF EXPENSES INCURRED

PUBLIC TRANSPORT Bus, Rail etc.		£
CAR MILEAGE (45p per mile)	Number of miles claimed	£
ACCOMMODATION / SUBSISTENCE		£
OTHER - PARKING CHARGES, ETC.		£

Amount payable £ _____

RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES OTHER THAN CAR MILEAGE

Rail fares should be based on the cheapest rate available, including special arrangements currently in operation by rail franchises e.g. APEX, Supersavers, Savers etc.

I declare that I have incurred the above expenses attending this SESTRAN meeting

Signature of claimant..... Date.....

For Office Use Only

Part 4: Financial Rules

Authorised by		Date.....	
Ledger Code to be charged	<div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div>		

Please return to: Iain Shaw, The City of Edinburgh Council, Department of Finance, Waverley Court (Level 2.6), 4 East market Street , Edinburgh, EH8 8BG Telephone: 0131 469 3117

Part 5: Contract Standing Orders

Document Version Control – Contract Standing Orders

Date	Author	Version	Status	Reason for Change
Aug 2017	Andrew Ferguson	1.0	Board Approval	Implementation
Oct 2018	Andrew Ferguson	1.1	FINAL	Adoption of version control
March 2021	Andrew Ferguson	1.1	Amended	Changes to reflect EU law, electronic tendering and increase to limits for obtaining quotes
Sept 2022	Gavin King	1.2	FINAL	Reviewed, no changes

SESTRAN CONTRACT STANDING ORDERS

1. SESTRAN makes the following standing orders in relation to the procurement of Supplies, Services and the execution of Works on its behalf. They are the Contract Standing Orders referred to in Standing Order 42 of the Standing Orders of SESTRAN.
2. These Contract Standing Orders must be applied in accordance with the following principles:
 - 2.1 Any procurement must be conducted in accordance with the principles of transparency, equality, non-discrimination, and proportionality;
 - 2.2 Except as otherwise provided for, all contracts to which these orders apply should be made as a result of competition; and
 - 2.3 Any procurement must be conducted so as to ensure delivery of Best Value in terms of the Local Government in Scotland Act 2003.
 - 2.4 These Contract Standing Orders are subject to the over-riding provisions of United Kingdom or Scottish legislation; including the Regulations. They are also subject to any UK Government or Scottish Government guidance on public procurement that may be issued from time to time.
3. No employee of SESTRAN who has an actual, or potential, conflict of interest or a direct or indirect pecuniary interest in a tender should be involved in the tendering process.
4. The Partnership Director may nominate a delegated representative to exercise the powers delegated to him by these Contract Standing Orders.

Part 5: Contract Standing Orders

5. The following contracts shall be exempted from the provisions of these Contract Standing Orders with the exception of the duty to ensure the delivery of Best Value as set out in 2.3 of these Orders:
 - 5.1 Any contract of employment, but not including contracts for the employment of staff on an agency basis;
 - 5.2 Any contract or type of contract which is declared by the Partnership to be exempt because it is satisfied the exemption is justified by special circumstances;
 - 5.3 Any contract or framework agreement entered into by a consortium, partnership, collaboration, company or similar body:
 - 5.3.1 of which the Partnership is a member, registered user or otherwise is entitled to use the said contract or framework agreement and such body has invited Tenders for the provision of goods/supplies/services/works e.g. Office of Government Commerce, Procurement Scotland and Scotland Excel; ; and
 - 5.3.2 which body exists for the purpose of joint purchasing arrangements; and
 - 5.3.3 provided such body has invited tenders in accordance with the principle contained in 2.4 and the use of that contract or framework agreement complies with the principle in 2.3 ; and
 - 5.3.4 subject to call-offs being made in accordance with agreed processes for the operation of the framework and any subsequent guidance.
 - 5.4 Any contract relating to the disposal or lease of land and/or buildings;
 - 5.5 Where the Partnership Director is satisfied that the requirement is not readily obtainable from more than one supplier, service provider, or contractor, and it can be demonstrated that no equivalent is available; provided any contract awarded in accordance with this exemption is reported to the Partnership at its next meeting.
 - 5.6 Where the estimated cost of a contract does not exceed £25,000, the Partnership Director or appropriate officer may invite and place tenders for consultancy services, without seeking competitive tenders, provided that, in the Partnership Director's or appropriate officer's opinion, best value would not be secured by competition.

Procedures for Awarding Contracts

6. The procedure for the award of any contract shall be determined upon the estimated value of that contract. The relevant values and the associated tendering procedure that must be applied are detailed in

Part 5: Contract Standing Orders

Table below. These values are exclusive of VAT and relate to the full potential life of the contract (i.e. including possible extension periods).

Tender Procedure	Works	Services	Supplies
FTS Procedure – Standing Order 7	£4,000,001 and above	£150,001 and above	£150,001 and above
Below FTS but with mandatory advertising – Standing Order 8	Between £50,001 and £4 million	Between £25,001 and £150,000	Between £25,001 and £150,000
Advertising not mandatory – Standing Order 9	£50,000 or less	£25,000 or less	£25,000 or less

6.2 The estimated value of a contract shall be assessed in accordance with Regulation 8 of the Regulations.

6.3 The disaggregation of a single requirement to circumvent or avoid the requirements of these contract Standing Orders or any legal requirement is expressly prohibited.

7. FTS Procedure: Works contracts of £4,000,001 and above and Services/supplies Contracts of £150,001 and above.

7.1 This Contract Standing Order shall, together with the procedures detailed in the **General Tender Procedures section** below, apply to Works contracts with an estimated value of £4,000,001 and above and Services and Supplies Contracts with a value of £150,001 or above.

7.2 All contracts to which this Standing Order applies shall be conducted in accordance with the Open, Restricted, Negotiated or Competitive Dialogue Procedures as detailed in the Regulations Where any procurement activity is related to continued participation in European Social Fund or European Regional Development Fund programmes, these remain subject to EU legislation. As of 31st December 2020, these procurement activities must follow the obligations set out on Public Contracts Scotland and all information related to European Funding completed.

7.3 All tenders shall be submitted electronically, except as set out below at 10.1.

8. Works Contracts between £50,001 and £4 million and Services and Supplies Contracts between £25,001 and £150,000

Part 5: Contract Standing Orders

- 8.1 This Contract Standing Order shall, together with the procedures detailed in the **General Tender Procedures section** below, apply to Works Contracts between £50,001 and £4 million and Services and Supplies Contracts between £25,001 and £150,000.
- 8.2 All contracts to which this Standing Order applies shall be advertised in a manner that is sufficient to enable open competition and to meet the requirements of the principles detailed in 2.1.
- 8.3 Timescales for the return of tenders shall take account of the complexity of the requirement and allow adequate time for tenderers to respond.
- 8.4 All tenders shall be submitted electronically, except as set out below at 10.1.
- 9. Works Contracts below £50,000; Services and Supplies Contracts below £25,000**
- 9.1 **Contracts with a value below £5,000** - Tenders or Quotations need not be invited in respect of contracts which have a value below £5,000.
- 9.2 **Contracts with a value between £5,001 and £50,000 (Works) and £25,000 (Services/Supplies)** – Advertising shall not be mandatory and a contract may be awarded after obtaining three quotations from suitable suppliers identified by market research.

General Tender Procedures

10. Electronic Tendering

- 10.1 As stated above, all tendering will be carried out using appropriate processes e.g. Public Contracts Scotland website, except in exceptional circumstances when an ad hoc hard copy process with appropriate safeguards will be used. Any electronic method to be used to invite and receive tenders shall comply with the following:
- 10.1.1 It shall have safeguards to ensure that either:
- (a) tenders cannot be uploaded after the tender deadline; and/
 - or
 - (b) the date and time that a tender is uploaded is recorded.
- 10.1.2 It shall ensure that the substantive content of a tender cannot be accessed by any SESTRAN personnel until after the tender deadline.
- 10.1.3 It shall record the identity of any person who accesses the tenders as well as the time and date that took place. Those persons charged with assessing the tenders will only be given the appropriate information, with another member of SEStran

Part 5: Contract Standing Orders

staff being tasked with accessing the tenders after the deadline and passing the appropriate information to the assessment team.

- 10.1.4 All records must be of a sufficient standard to be used as evidence in Court.
- 10.1.5 All records must be kept for at least seven years from the date of the contract award.
- 10.1.6 It shall ensure that economic operators can submit queries regarding the tender on an anonymous basis and that the answers to such queries are made available to all interested economic operators.
- 10.1.7 It shall ensure that SESTRAN shall be able to publish clarifications, or additional information, to the tender documentation so that it is available to all interested economic operators.

11.1 The Partnership Director or appropriate Officer of the Partnership will prepare the contract documents setting out:

- The scope;
- The quality;
- The quantity of the works, the goods and services or The consultancy services;
- The proposed method of evaluation to be used. Where the proposed method is “Most Economically Advantageous Tender” (MEAT), the criteria for the evaluation of tenders shall also be specified in the tender documents.

11.2 The Contract Documents shall state that the Partnership is not bound to accept the lowest tender or any tender.

12 Contract Security

12.1 If the estimated cost of carrying out work under any one contract is more than £1 million, the contractor will normally require to provide appropriate contract security to the Partnership. The Partnership Director or appropriate officer shall consider what contract security may be appropriate, which may take the form of a performance bond and/or a parent company guarantee.

12.2 The Partnership may ask for any contract security considered appropriate on other contracts.

Part 5: Contract Standing Orders

12.3 Appropriate levels of public/professional indemnity insurance will be sought as appropriate.

13. Tender acceptance

13.1 The Partnership Director shall issue letters of acceptance provided:

13.1.1 The award is to the tender that represents either:

- The lowest cost; or
- The Most Economically Advantageous tender.

13.1.2 He is satisfied that the award represents Best value.

13.2 For contracts subject to the full rigours of the FTS procedures the Partnership Director shall approve and issue Pre Standstill Successful Letters at the start of the standstill period.

13.3 For contracts subject to the full rigours of the FTS procedures the Partnership Director shall approve and issue Post Standstill Award Letters to the successful Tenderer(s) at the end of the standstill period if there has been no form of judicial interruption.

14. Post Tender Communications

14.1 If, during the evaluation process, any post tender communication with Tenderers is necessary prior to contract award in order to clarify or supplement any aspect of their Tender, such communication shall be conducted in accordance with this Contract Standing Order and a record of any such communication must be maintained for audit purposes.

14..2 In order to ensure that there is no distortion of competition, post tender communications undertaken prior to contract award shall be carried out in a restricted and carefully handled manner.

14.3 Any amendment to Tenders or contract documents made as a result of post tender communications must not go beyond clarifying or supplementing a Tender. It is essential to consider, prior to commencing communications whether the amendments that may be achieved are such that a Tenderer excluded from the process (whether on the list of Tenderers or not) could allege that they had been unfairly treated and/or could have submitted a better Tender.

14.4 In conducting post tender communications prior to contract award, Procuring Officers shall comply with the following additional rules:

14.4.1 All Tenderers must be treated equally and in an open and fair manner;

Part 5: Contract Standing Orders

- 14.4.2 Tenderers must not be permitted to amend their bids in a manner that allows them to improve their offer;
- 14.4.3 Post tender communications must not be carried out in such a manner as to leave the Partnership open to charges of acting anti-competitively;
- 14.4.4 Where any factor giving rise to post tender communications is not specific to one Tenderer, all Tenderers must be invited to participate in such communications;
- 14.4.5 There must be no material change to the specification(s) and/or criteria on which tenders are to be assessed;
- 14.4.6 If it becomes apparent that a material change is required, the tendering process must be recommenced with a revised specification or award criteria;
- 14.5 The Procuring Officer must keep written records of all discussions with Tenderers and these must include the following details:
 - Who was involved in the discussion from the Partnership and from the tendering organisation;
 - The date, time and location of any meeting; and
 - The nature of the discussion and the outcome (it would be advantageous if both parties can confirm agreement of the accuracy of this record);

15. Qualified Tenders

A Tenderer who submits a qualified Tender should be given the opportunity to withdraw the qualification. If the Tenderer fails to do so, the whole Tender shall be rejected if it is considered that such qualification affords the Tenderer an unfair advantage over other Tenderers.

16 Confidentiality of Tenders

- 16.1 Between the last date and time for the receipt of Tenders and the date on which a decision is taken as to which, if any, is to be accepted, Tenderers may be contacted in cases where it is necessary to confirm or clarify the terms of the Tender or to effect any necessary adjustments. No information concerning any Tender other than their own will be disclosed to the Tenderer so contacted. A full written record shall be kept of all such contacts and shall be retained with the original Tender.
- 16.2 During the period between the opening of the Tenders and the stage where the content of them is required to be publicly known an absolute obligation of preserving confidentiality will rest on Members and officers of the Partnership.

17. Contract Conditions

- 17.1 Except as detailed below, the Partnership's standard contract terms and conditions must be applied to contracts entered into on behalf of the Partnership.
- 17.2 It is permissible in relation to Works contracts to use widely recognised, construction industry standard contracts -e.g. I.C.E., J.C.T., N.E.C.
- 17.3 The Partnership Director may authorise contract terms substantially different from those set out only in exceptional circumstances, and after consultation with the Solicitor.

18. Definitions

"Best Value" - means the provisions contained in Part 1 of the Local Government in Scotland Act 2003.

"FTS" – means the new UK e-notification service called Find A Tender Service (FTS) accessed via www.publiccontractsscotland.gov.uk

"Quick Quote" -means an online request for quotation facility operated through the Public Contracts Scotland Website used to obtain competitive quotes for low value/low risk procurement exercises or for mini competitions within framework agreements.

"the Regulations" –means the Public Contracts(Scotland) Regulations 2015 or any amendment or re-enactment thereof.

"SESTRAN" - the South-East of Scotland Transport Partnership

Services - means those services which can be the subject of a public service contract in terms of the Regulations.

Supplies - means those supplies which can be the subject of a public supply contract in terms of the Regulations. "Works" - means those works which can be the subject of a public works contract in terms of the Regulations.

Document Version Control – Corporate Procurement Policy

Date	Author	Version	Status	Reason for Change
Aug 2017	Andrew Ferguson	1.0	Board Approval	Implementation
March 2021	Gavin King	1.0	FINAL	Reviewed, no changes
Sept 2022	Gavin King	1.1	FINAL	Reviewed, no changes

SEStran Corporate Procurement Policy

1. Introduction

This procurement policy has been prepared in response to the changing procurement agenda where it is now recognised that there is a need to further emphasise the importance of the role in the delivery of efficient and effective public services.

The Scottish Government's Public Services Reform Agenda and the subsequent Procurement Reform (Scotland) Act 2014 and the associated Public Contracts (Scotland) Regulations 2015 have given a clear direction to all, that procurement should be an integral part in delivering effective and efficient public services. Whilst there is no statutory need for SEStran to have a procurement strategy or policy at present due to its expenditure being below the threshold in Section 15 of the 2014 Act, it was considered appropriate to take account of recent developments and ensure that the procurement function continues to support the key objectives of SEStran and makes a contribution to the achievement of best value in line with SEStran's existing contract standing orders.

This policy sets out our approach to procurement and provides a clear framework for linking the procurement function to the delivery of the Regional Transport Strategy as well as sustainability, efficiency and improving services objectives. In governance terms, the policy links to and compliments the SEStran Contract Standing Orders. It provides part of the evidence suite for demonstrating compliance with the law and the achievement of best value by SEStran across all aspects of procurement: purchasing supplies, services and works, ranging from contracting a whole service to the purchase of day-to-day consumables.

Well managed procurement processes can have a significant impact on improving efficiency, making the best use of SEStran resources and delivering continuous improvement in performance.

Whilst the major requirements of the Procurement Reform (Scotland) Act 2014 do not all apply to SEStran e.g. the need to produce a procurement strategy, it was agreed that a procurement policy should be produced as a matter of good practice, given in the context of the Public Contracts Scotland Regulations 2015, SEStran is a "body governed by public law" and therefore defined as a contracting authority for

the purposes of the regulations as specified in Part 1 Section 1 (1) (b) of the 2014 Act.

However, it is also the case that there will be procurement situations where SEStran may need to award a contract without competition and in these situations this policy outlines that procedures will follow the requirements of the Procurement Reform (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015.

2. Vision

SEStran's vision for procurement is to provide a high quality, fit for purpose Corporate Procurement Service which will provide best value for SEStran and support the delivery of the Regional Transport Strategy vision:

"South East Scotland is a dynamic and growing area which aspires to become one of northern Europe's leading economic regions. Essential to this is the development of a transport system which enables businesses to function effectively, allows all groups in society to share in the region's success through high quality access to services and opportunities, respects the environment and contributes to better health".

3. Policy Principles

- Place and develop the policy within the wider context of SEStran's Regional Transport Strategy and governance procedures.
- Take account of national developments, the Public Services Reform agenda and the needs of the SEStran area.
- Operate within the legislative framework imposed by the Public Procurement Directives, national legislation and SEStran Standing Orders and recognise the accounting requirements and efficiencies of Best Value.
- Set out the reasons and justification for the approach taken to procurement and issues such as awarding a contract without competition.
- Effectively demonstrate adherence to the four C's of best value (Challenge, Compare, Consult and Compete) where appropriate.
- Meet SEStran's needs for goods, services and works in a way that achieves value for money on a whole life cost basis in terms of generating benefits not only to the organisation, but also to society, economy and environment.
- Consider how procurement can improve the economic, social, and environmental wellbeing of the SEStran area with particular reference to reducing inequality in the SEStran area, facilitate the involvement of small and medium enterprises, third sector bodies and supported business, and promote innovation.
- Demonstrate through the procurement process that SEStran has given due regard to whether the award criteria and conditions relating to the performance of a relevant contract should include consideration to enable it to better perform its equality duty.

- Clearly establish that in undertaking any regulated procurement that SEStran treat all relevant economic operators equally and without discrimination and act in a transparent and proportionate manner for all procurement activity.
- Protect public spending, ensuring that public money is spent properly ensuring integrity and accountability.

4. Use of Competition and Best Value

The aim of our procurement policy is to use competition where this is both appropriate and necessary to improve the delivery of goods, works and services and where the risks and benefits of competition have been clearly established.

SEStran operates, on behalf of constituent council members, a number of regulated contracted services which have been won under a compulsory competitive tendering regime and it is the policy of SEStran to continue to market test these contracts and the provision of all forms of procurement undertaken by SEStran in line with the Scottish model of Procurement and associated legislation and regulation. However, in terms of some contracts, best value may be achieved by the continued delivery of the contract without competition and in these situations SEStran will clearly outline the rationale for this in line with the Regulations.

5. Contract Standing Orders

SEStran is committed to ensuring that its procurement function maximises its contribution towards the delivery of efficient and effective public services. To achieve this, procurement processes and procedures must be open, robust and continuously improved to reflect recognised best practice.

As a public body, SEStran has to follow strict rules in the way we invite, evaluate and award contracts. These rules are set out in legislation and our own Standing Orders¹. Their purpose is to ensure accountability, openness and transparency in the way that we do business with suppliers and to protect SEStran and its employees from any legal challenge or allegation of impropriety in the way we conduct our business.

6. Advertisement, Application and Award

SEStran will seek to increase the transparency of procurement activity to all operators through the publication of an annual procurement report to be scrutinised and agreed by SEStran's Performance and Audit Committee. SEStran will also use Public Contracts Scotland to advertise regulated and OJEU contracts and publish award notices.

In awarding any tender, SEStran officers will comply with the General Duties of the Procurement Reform (Scotland) Act 2014, and, if applicable, The Public Contracts

¹ [SEStran Contract Standing Orders](#)

(Scotland) Regulations 2015, and also comply and record compliance with the Sustainable Procurement Duty outlined within the 2014 Act. This will be done in a proportionate way but applied to all regulated procurements undertaken by SEStran from 1 June 2016.

All SEStran employees involved in regulated procurements will be required to fill in a template form (Annex 1) outlining how they have undertaken the following aspects of the General and Sustainable Procurement Duties for regulated procurements. They will also have treated all relevant economic operators equally and without discrimination, acted in a transparent and proportionate manner, considered how the procurement can improve the economic, social and environmental wellbeing of the SEStran area, facilitated the involvement of small and medium enterprises, third sector bodies and supported businesses and promoted innovation.

Wellbeing is explained in summary with the Procurement Reform (Scotland) Act 2014 Statutory Guidance published in March 2016 and in detail with The Local Government in Scotland Act 2003 – Guidance on the Power to Advance Wellbeing

It will also be recognised and recorded through the procurement process how compliance with the general duties and sustainable procurement duties have aided compliance with respect to the Equality Act and specific Scottish duties and the Climate Change Act 2009 and the associated Public Bodies Reporting duties.

7. Monitoring and Review

It is important that this policy is regularly monitored and reviewed to ensure that it continues to meet the needs of SEStran and delivers measurable contributions towards the achievement of SEStran objectives. Member scrutiny will be undertaken by an annual performance review reporting to SEStran's Performance and Audit Committee.

2021/22 Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit

1. Introduction

- 1.1 The Annual Audit Report summarises the findings arising from the Partnership's 2021/22 external audit.

2. Main Report

- 2.1 The unaudited Annual Accounts were noted by the Partnership at its meeting on 17th June 2022 and submitted to the appointed external auditor – Azets Audit Services.
- 2.2 There are no qualifications to the audit certificate. The Auditor's opinion states that the financial statements present a true and fair view of the Partnership as at 31st March 2022 and its income and expenditure for the year then ended.
- 2.3 The key messages are presented on pages 3 to 6 of the Auditors report.
- 2.4 The Performance and Audit Committee reviewed the Annual Audit report at its' rescheduled meeting on 13th September 2022.

3 Recommendations

- 3.1 It is recommended that the Partnership note the Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit.

Hugh Dunn

Treasurer

14th September 2022

Appendix

Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit

Contact

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Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	There are no financial implications arising following issue of an unqualified Audit certificate.
Equalities Implications	There are no equality implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.



South East of Scotland Transport Partnership

2021/22 Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit

September 2022



Table of Contents

Key messages	3
Introduction	7
Financial statements audit	10
Wider scope	24
Appendices	33

Key messages

This report concludes our audit of the South East of Scotland Transport Partnership (“the Partnership”) for 2021/22.

This section summarises the key findings and conclusions from our audit.

Financial statements audit

Audit opinion	<p>The Partnership's annual accounts for the year ended 31 March 2022 were considered by the Performance and Audit Committee on 13 September 2022 and are due to be approved by the Partnership on 23 September 2022.</p> <p>We report unqualified opinions within our independent auditor's report.</p>
Key findings on audit risks and other matters	<p>We have obtained adequate evidence in relation to the key audit risks identified in our audit plan.</p> <p>We are satisfied with the appropriateness of the accounting estimates and judgements used in the preparation of the financial statements.</p> <p>The accounting policies used to prepare the financial statements are considered appropriate.</p> <p>All material disclosures required by relevant legislation and applicable accounting standards have been made appropriately.</p> <p>The Partnership had appropriate administrative processes in place to prepare the annual accounts and the required supporting working papers</p>
Audit adjustments	<p>We identified one adjustment to the unaudited annual accounts, with no impact on the financial position of the Partnership.</p> <p>We also identified disclosure and presentational adjustments during our audit, which have been reflected in the final set of financial statements.</p>
Accounting systems and internal controls	<p>We have applied a risk-based methodology to the audit. This approach requires us to document, evaluate and assess the Partnership's processes and internal controls relating to the financial reporting process.</p> <p>Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we have included these in this report. No material weaknesses or significant deficiencies were noted.</p>

Wider scope audit

Our annual audit work in respect of our wider scope audit responsibilities was restricted to:

- Audit work to allow conclusions to be made on the appropriateness of the disclosures in the Annual Governance Statement; and
- Consideration of the financial sustainability of the organisation and the services that it delivers over the medium and longer term.

Our conclusions and key observations are set out below:



Annual Governance Statement

We are satisfied that the Annual Governance Statement for the year to 31 March 2022 is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

The Partnership has appropriate systems in place to record, process, summarise and report financial and other relevant data. We have not identified any significant weaknesses or governance issues in the Partnership's accounting internal control systems throughout the year.

Auditor judgement



No major weaknesses in arrangements but scope for improvement exists

Pace and depth of improvement are adequate

Risks exist to achievement of operational objectives



Financial Sustainability

Three-year financial plans have been developed and approved by the Partnership. This presents a balanced budget across all three years, assuming Scottish Government funding and council requisitions will remain at the same level as 2021/22 and will remain at this level over the three year period.

With Scottish Government grant funding and council requisitions remaining the same level, representing a reduction in real terms, the Partnership relies on external funding to ensure a balanced position. The Partnership continues to explore opportunities to increase external funding levels over the medium term.

As at 31 March 2022, the Partnership held an unallocated general fund reserve of £104,000, which is significantly above the minimum level of £31,000 required by the Reserves Policy. This has arisen from underspends against the 2021/22 core budget due to increased staff cost recharges to EU projects and reduced costs reflecting ongoing working from home arrangements. The Partnership is due to consider how these reserves can be utilised at the meeting in September 2022.

Development of the Regional Transport Strategy has progressed throughout 2021/22, with a final version due to be considered by the Partnership in September 2022. Subsequently, the strategy will be presented to Scottish Ministers for their approval and then published. We are satisfied that SEStran has taken appropriate steps to ensure stakeholders' views and statutory responsibilities have been considered throughout the process.

Definition

Our wider scope audit involves consideration of the Partnership's arrangements as they relate to financial sustainability. We have used the following grading to provide an overall assessment of the arrangements in place.



Introduction



We carried out our audit in accordance with Audit Scotland's
Code of Audit Practice and maintained auditor independence

.....

Scope

1. This report summarises the findings from our 2021/22 audit of the South East of Scotland Transport Partnership (“the Partnership”).
2. We outlined the scope of our audit in our External Audit Plan, which we presented to the Partnership at the outset of our audit. The core elements of our work include:
 - an audit of the 2021/22 annual accounts and related matters;
 - consideration of the wider dimensions of public audit work, as set out in Exhibit 1; and
 - any other work requested by Audit Scotland.

Exhibit 1: Audit dimensions within the Code of Audit Practice



Responsibilities

3. The Partnership is responsible for preparing annual accounts which show a true and fair view and for implementing appropriate internal control systems. The weaknesses or risks identified in this report are only those that have come to our attention during our normal audit work and may not be all that exist. Communication in this report of matters arising from the audit or of risks or weaknesses does not absolve management from its responsibility to address the issues raised and to maintain an adequate system of control.
4. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.
5. This is the final year of our audit appointment under the current audit arrangements. We would like to thank all management and staff at both the Partnership and City of Edinburgh Council for their co-operation and assistance during our appointment period.

Auditor independence

6. International Standards on Auditing in the UK (ISAs (UK)) require us to communicate on a timely basis all facts and matters that may have a bearing on our independence.
7. We confirm that we complied with the Financial Reporting Council's (FRC) Ethical Standard. In our professional judgement, we remain independent and our objectivity has not been compromised in any way.
8. We set out in Appendix 1 our assessment and confirmation of independence.

Openness and transparency

11. This report will be published on Audit Scotland's website www.audit-scotland.gov.uk.

Adding value through the audit

9. All of our clients demand of us a positive contribution to meeting their ever-changing business needs. Our aim is to add value to the Partnership through our external audit work by being constructive and forward looking, by identifying areas of improvement and by recommending and encouraging good practice. In this way, we aim to help the Partnership promote improved standards of governance, better management and decision making and more effective use of resources.

Feedback

10. Any comments you may have on the service we provide, the quality of our work and our reports would be greatly appreciated at any time. Comments can be reported directly to any member of the audit team.

Annual accounts audit

The Partnership's annual accounts are the principal means of accounting for the stewardship of its resources and its performance in the use of those resources.

Overall conclusion

12. The annual accounts were considered by the Performance and Audit Committee on 13 September 2022 and are due to be approved by the Partnership on 23 September 2022. Our independent auditor's report is unqualified.

Administrative processes

13. We received the unaudited annual accounts and supporting papers of an adequate standard, in line with our agreed audit timetable. Our thanks go to staff at the Partnership and City of Edinburgh Council for their assistance with our work.

Our audit opinion

Opinion	Basis for opinion	Conclusions
Financial statements	<p>We conduct our audit in accordance with applicable law and International Standards on Auditing.</p> <p>Our findings / conclusions to inform our opinion are set out in this section of our annual report.</p>	We have issued unqualified audit opinions.
Going concern basis of accounting	<p>In the public sector when assessing whether the going concern basis of accounting is appropriate, the anticipated provision of the services is more relevant to the assessment than the continued existence of a particular public body.</p> <p>We assess whether there are plans to discontinue or privatise the Partnership's functions.</p> <p>Our wider scope audit work considers the financial sustainability of the Partnership.</p>	<p>As at 31 March 2022, the Partnership reported a net liability position of £0.259million. This includes the net pension liability of £0.580million. In the Partnership's opinion, the organisation will be able to continue for the foreseeable future. The Partnership has adequate budget to meet the ongoing employer contributions required by Lothian Pension Fund.</p> <p>We reviewed the financial forecasts for 2022/23. Our understanding of the legislative framework and activities undertaken provides us with sufficient assurance that the</p>

Opinion	Basis for opinion	Conclusions
		<p>Partnership will continue to operate for at least 12 months from the signing date.</p> <p>Our audit opinion is unqualified in this respect.</p>
<p>Opinions prescribed by the Accounts Commission on:</p> <ul style="list-style-type: none"> • Management Commentary • Annual Governance Statement • Remuneration Report 	<p>We read all the statutory information in the annual accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit.</p> <p>We plan and perform audit procedures to gain assurance that the statutory other information has been prepared in accordance with;</p> <ul style="list-style-type: none"> • Statutory guidance issued under the Local Government in Scotland Act 2003 (Management Commentary); • The Delivering Good Governance in Local Government: Framework (Annual Governance Statement); and • The Local Authority Accounts (Scotland) Regulations 2014 (Remuneration Report). 	<p>The statutory other information contains no material misstatements or inconsistencies with the financial statements.</p> <p>We have concluded that:</p> <ul style="list-style-type: none"> • The management commentary is consistent with the financial statements and has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003. • The information given in the annual governance statement is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance framework. • the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

Opinion	Basis for opinion	Conclusions
Matters reported by exception	<p>We are required to report on whether:</p> <ul style="list-style-type: none"> adequate accounting records have not been kept; or the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or we have not received all the information and explanations we require for our audit. 	We have no matters to report.

An overview of the scope of our audit

14. The scope of our audit was detailed in our External Audit Plan, which was presented to the Partnership in March 2022. The plan explained that we follow a risk-based approach to audit planning that reflects our overall assessment of the relevant risks that apply to the Partnership. This ensures that our audit focuses on the areas of highest risk. Planning is a continuous process and our audit plan is subject to review during the course of the audit to take account of developments that arise.
15. At the planning stage we identified the significant risks that had the greatest effect on our audit. Audit procedures were then designed to mitigate these risks.
16. In our audit, we test and examine information using sampling and other audit techniques, to the extent we consider necessary to provide a

reasonable basis for us to draw conclusions. We obtain evidence through performing a review of the significant accounting systems, substantive procedures and detailed analytical procedures.

Significant risk areas

17. Significant risks are defined by professional standards as risks that, in the judgement of the auditor, require special audit consideration. In identifying risks, we consider the nature of the risk, the potential magnitude of misstatement, and its likelihood. Significant risks are those risks that have a higher risk of material misstatement.
18. The significant risk areas described in the table below are those that had the greatest effect on our audit strategy, the allocation of resources in the audit and directing the efforts of the audit team. Our audit procedures relating to these matters were designed in the context of our audit of the annual

accounts as a whole, and not to express an opinion on individual accounts or disclosures. Our opinion on the annual accounts is not modified with respect to any of the risks described below.

Significant risk areas

1. Management override

Significant risk description

In any organisation, there exists a risk that management have the ability to process transactions or make adjustments to the financial records outside the normal financial control processes. Such issues could lead to a material misstatement in the financial statements. This is treated as a presumed risk area in accordance with ISA (UK) 240 - *The auditor's responsibilities relating to fraud in an audit of financial statements*.

How the scope of our audit responded to the significant risk

Key judgement

There is the potential for management to use their judgement to influence the financial statements as well as the potential to override controls for specific transactions.

Audit procedures

- Review of the Partnership's accounting records and audit testing on transactions.
- Adoption of data analytics techniques in carrying out testing.
- Review of judgements and assumptions made in determining accounting estimates as set out in the financial statements to determine whether they are indicative of potential bias. This included a retrospective review of the prior year estimates against the current year estimates.

Key observations

We have not identified any indication of management override in the year. We did not identify any areas of bias in key judgements made by management and judgements were consistent with prior years.

Significant risk areas

2. Revenue recognition

Significant risk description

Under ISA (UK) 240 - *The auditor's responsibilities relating to fraud in an audit of financial statements* there is a presumed risk of fraud in relation to revenue recognition. The presumption is that the Partnership could adopt accounting policies or recognise income transactions in such a way as to lead to a material misstatement in the reported financial position.

How the scope of our audit responded to the significant risk

Key judgements

Given the financial pressures facing the public sector as a whole, there is an inherent fraud risk associated with the recording of income around the year end. However, we do not deem this risk to be present in requisitions received from the constituent local authorities or Scottish Government grant funding due to a lack of incentive and opportunity to manipulate those transactions.

Audit procedures

- Evaluate the significant revenue streams and review the controls in place over accounting for revenue.
- Consideration of the Partnership's key areas of revenue and obtain evidence that revenue is recorded in line with appropriate accounting policies and the policies have been applied consistently across the year.

Key observations

At the planning stage of our audit we concluded that the revenue recognition risk was present in all revenue streams except for requisitions from constituent local authorities and Scottish Government grant funding. Our conclusion remained the same throughout the audit.

Based on the work performed, we have gained reasonable assurance on the completeness and occurrence of income and we are satisfied that it is fairly stated in the financial statements.

Significant risk areas

3. Expenditure recognition

Significant risk description

As most public sector bodies are net expenditure bodies, the risk of fraud is more likely to occur in expenditure. There is a risk that expenditure may be misstated resulting in a material misstatement in the financial statements.

How the scope of our audit responded to the significant risk

Key judgements

Given the financial pressures facing the public sector as a whole, there is an inherent fraud risk associated with the recording of accruals around the year end.

Audit procedures

- Evaluate the significant non-pay expenditure streams and review the controls in place over accounting for expenditure. (Payroll is subject to separate tailored testing).
- Consideration of the Partnership's key areas of expenditure and obtain evidence that expenditure is recorded in line with appropriate accounting policies and the policies have been applied consistently across the year.
- Review of accruals around the year end to consider if there is any indication of understatement of balances held through consideration of accounting estimates.

Key observations

We gained reasonable assurance over the completeness and occurrence of expenditure and are satisfied that expenditure is fairly stated in the financial statements.

Significant risk areas

4. Pension assumptions (significant accounting estimate)

Significant risk description

An actuarial estimate of the pension fund asset/liability is calculated on an annual basis under IAS 19 and on a triennial funding basis by an independent firm of actuaries with specialist knowledge and experience. The estimates are based on the most up to date membership data held by the pension fund and have regard to local factors such as mortality rates and expected pay rises with other assumptions around inflation when calculating the liabilities. There is a risk that the assumptions used are not appropriate.

How the scope of our audit responded to the significant risk

Key judgements

A significant level of estimation is required in order to determine the valuation of pension assets/liabilities. Small changes in the key assumptions (including discount rates, inflation and mortality rates) can have a material impact on the pension asset/liability.

Audit procedures

- Review of the controls in place to ensure that the data provided from the pension fund to the actuary is complete and accurate.
- Review the reasonableness of the assumptions used in the calculation against other local government pension fund actuaries and other observable data.
- Agree the disclosures in the financial statements to information provided by the actuary.
- Consider the competence, capability and objectiveness of the management expert in line with ISA (UK) 500 Audit Evidence.

Key observations

We reviewed the reasonableness of those assumptions used in the calculation against other local government pension fund actuaries and other observable data, with no issues identified. In addition, we reviewed the information in the actuarial report for completeness and accuracy against the published pension fund data.

We have considered the competence, capability and objectivity of the actuary in line with the requirements of ISA (UK) 500 'Audit Evidence'. From this review we did not identify any items which gave us cause for concern over the suitability of the actuary.

Other risk factors

Impact of COVID-19 on the annual accounts

19. COVID-19 presented unprecedented challenges to the operation, financial management and governance of organisations, including public sector bodies. In response to the pandemic we identified potential areas of

increased risk of material misstatement to the financial statements and/or our audit opinion. Our conclusions are set out in the following table:

Area considered	Description	Conclusion
Access to audit evidence	Our audit this year has been carried out remotely. As a consequence, we identified a risk that access to and provision of sufficient, appropriate audit evidence in support of our audit opinion may be impacted by the inherent nature of carrying out our audit remotely.	<p>We have employed a greater use of technology to examine evidence, but only where we have assessed both the sufficiency and appropriateness of the audit evidence produced.</p> <p>We have stayed in close contact with Partnership and City of Edinburgh Council colleagues to ensure all relevant issues are satisfactorily addressed.</p>

Estimates and judgements

20. We are satisfied with the appropriateness of the accounting estimates and judgements used in the preparation of the financial statements.
21. As part of the planning and fieldwork stages of the audit we identified all accounting estimates made by management and determined which of those are key to the overall financial statements. Consideration was given to pension assumptions, depreciation,

and accruals. Other than pension assumptions, we have not determined the accounting estimates to be significant. We revisited our assessment during the completion stages of our audit and concluded that our assessment remained appropriate.

22. Our audit work consisted of reviewing these key areas for any indication of bias and assessing whether the judgements used by management are reasonable. We have summarised our assessment of this below, categorised between Prudent, Balanced and Optimistic.

Estimates and judgements

Pension assumptions

Balanced

An actuarial estimate of the pension fund asset/liability is calculated on an annual basis and on a triennial funding basis by an independent firm of actuaries with specialist knowledge and experience.

We have considered the competence, capability and objectivity of the actuary in line with the requirements of ISA (UK) 500 'Audit Evidence'. From this review we did not identify any items which gave us cause for concern over the suitability of the actuary.

We reviewed the reasonableness of the assumptions used in the calculation against other local government pension fund actuaries and other observable data, with no issues identified. In addition, we reviewed the information in the actuarial report for completeness and accuracy against the published pension fund data.

The Partnership has disclosed in its annual accounts a sensitivity analysis to help users of the annual accounts understand the judgements management have made about the sources of estimation uncertainty.

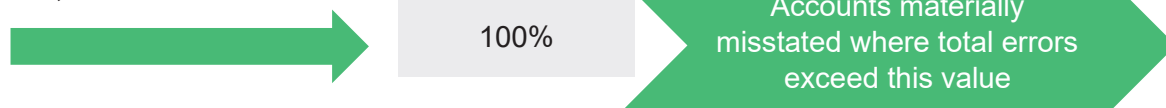
Materiality

23. Materiality is an expression of the relative significance of a matter in the context of the financial statements as a whole. A matter is material if its omission or misstatement would reasonably influence the decisions of an addressee of the auditor's report. The assessment of what is material is a matter of professional judgement and is affected by our assessment of the risk profile of the organisation and the needs of users. We review our assessment of materiality throughout the audit.
24. Whilst our audit procedures are designed to identify misstatements which are material to our audit opinion, we also report to the Partnership and management any uncorrected misstatements of lower value errors to the extent that our audit identifies these.
25. Our initial assessment of materiality for the Partnership's financial statements was £23,000. On receipt of the unaudited annual accounts, we reassessed materiality and updated it to £35,000. We consider that our updated assessment has remained appropriate throughout our audit.

Materiality

Overall materiality

£35,000



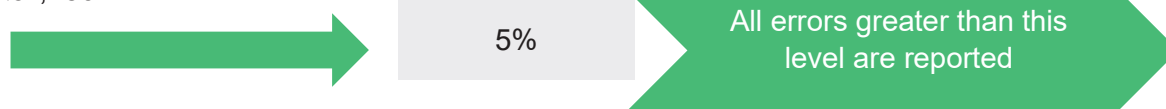
Performance materiality

£26,000



Trivial threshold

£1,750



Materiality

Our assessment is made with reference to the Partnership's gross expenditure. We consider this to be the principal consideration for the users of the annual accounts when assessing financial performance.

Our assessment of materiality equates to approximately 1.5% of gross expenditure as disclosed in the 2021/22 unaudited annual accounts.

In performing our audit we apply a lower level of materiality to the audit of the Remuneration Report. Our materiality is set at £5,000.

Performance materiality

Performance materiality is the working level of materiality used throughout the audit. We use performance materiality to determine the nature, timing and extent of audit procedures carried out. We perform audit procedures on all transactions, or groups of transactions, and balances that exceed our performance materiality. This means that we perform a greater level of testing on the areas deemed to be at significant risk of material misstatement.

Performance materiality is set at a value less than overall materiality for the financial statements as a whole to reduce to an appropriately low level the probability that the aggregate of the uncorrected and undetected misstatements exceed overall materiality.

Trivial misstatements

Trivial misstatements are matters that are clearly inconsequential, whether taken individually or in aggregate and whether judged by any quantitative or qualitative criteria.

Audit differences

26. We identified one audit adjustment, as detailed at appendix 1, with a net impact of nil on the financial position of the Partnership.
27. In 2020/21, the Partnership purchased bus passenger transport equipment on behalf of two constituent councils, using the Partnership's existing Framework contract for bus passenger equipment. The value of the equipment was £46,000. As the equipment was awaiting deployment at 31st March 2021, the equipment was accounted for as Property, Plant and Equipment - Assets Under Construction. During 2021/22, it was established that ownership of the assets was vested with the two constituent councils, with full recovery of cost by the Partnership.
28. A prior year restatement of £46,000 has been made to Property, Plant and Equipment - Assets Under Construction. A corresponding adjustment was made to the deficit on provision of services in the Comprehensive Income and Expenditure Statement.
29. Our audit adjustment reflects the Partnership's purchase of bus passenger transport equipment on behalf of constituent councils in 2021/22. These transactions have been removed from the Partnership's financial statements (as the Partnership is acting as an intermediary) and disclosed in the notes.
30. We also identified some disclosure or presentational adjustments during our audit, which have been reflected in the final set of accounts.

Internal controls

31. As part of our work we considered internal controls relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we report these to the Partnership. These matters are limited to those which we have concluded are of sufficient importance to merit being reported.

Area	Assessment	Comment
Control and process environment	Satisfactory	We consider the control environment within the entity to be satisfactory.
Quality of supporting schedules	Satisfactory	The supporting schedules received during the course of the fieldwork were of a high standard and sufficient for our audit purposes.
Responses to audit queries	Satisfactory	Management and City of Edinburgh Council responses to our audit queries were appropriate and received on a timely basis.

Other communications

Accounting policies, presentation and disclosures

32. Our work included a review of the adequacy of disclosures in the financial statements and consideration of the appropriateness of the accounting policies adopted by the Partnership.
33. The accounting policies, which are disclosed in the annual accounts, are considered appropriate.
34. There are no significant financial statements disclosures that we consider should be brought to the attention of the Partnership. All the disclosures required by relevant legislation and applicable accounting standards have been made appropriately.
35. Overall we found the disclosed accounting policies, and the overall disclosures and presentation to be appropriate.

Fraud and suspected fraud

36. We have previously discussed the risk of fraud with management. We have

not been made aware of any incidents in the period nor have any incidents come to our attention as a result of our audit testing.

37. Our work as auditor is not intended to identify any instances of fraud of a non-material nature and should not be relied upon for this purpose.

Non-compliance with laws and regulations

38. As part of our standard audit testing, we have reviewed the laws and regulations impacting the Partnership. There are no indications from this work of any significant incidences of non-compliance or material breaches of laws and regulations that would necessitate a provision or contingent liability.

The Local Authority Accounts (Scotland) Regulations 2014

39. As part of our audit we reviewed the Partnership's compliance with the Local Authority Accounts (Scotland) Regulations 2014, in particular with

respect to regulations 8 to 10¹ as they relate to the annual accounts.

40. Overall we concluded that appropriate arrangements are in place to comply with these Regulations.

Written representations

41. We will present a letter of representation to the Treasurer to sign at the same time as the annual accounts are approved.

Related parties

42. We are not aware of any related party transactions which have not been disclosed.

Confirmations from third parties

43. All requested third party confirmations in respect of bank and legal confirmations have been received.

¹ Regulations 8 to 10 relate to the preparation and publication of unaudited accounts, notice of public

right to inspect and object to the accounts and consideration and signing of the audited accounts.

Wider scope

Following consideration of the size, nature and risks of the Partnership, the application of the full wider scope audit is judged by us not to be appropriate. Our annual audit work on the wider scope has therefore been restricted to:

- Audit work to allow conclusions to be made on the appropriateness of the disclosures in the governance statement; and
- Consideration of the financial sustainability of the organisation and the services that it delivers over the medium and longer term.

Wider scope conclusions



Governance Statement

We are satisfied that the Annual Governance Statement for the year to 31 March 2022 is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

The Partnership has appropriate systems in place to record, process, summarise and report financial and other relevant data. We have not identified any significant weaknesses or governance issues in the Partnership's accounting internal control systems throughout the year.

Auditor judgement



No major weaknesses in arrangements but scope for improvement exists

Pace and depth of improvement are adequate

Risks exist to achievement of operational objectives



Financial Sustainability

Three-year financial plans have been developed and approved by the Partnership. This presents a balanced budget across all three years, assuming Scottish Government funding and council requisitions will remain at the same level as 2021/22 and will remain at this level over the three year period.

With Scottish Government grant funding and council requisitions remaining the same level, representing a reduction in real terms, the Partnership relies on external funding to ensure a balanced position. The Partnership continues to explore opportunities to increase external funding levels over the medium term.

As at 31 March 2022, the Partnership held an unallocated general fund reserve of £104,000, which is significantly above the minimum level of £31,000 required by the Reserves Policy. This has arisen from underspends against the 2021/22 core budget due to increased staff cost recharges to EU projects and reduced costs reflecting ongoing working from home arrangements. The Partnership is due to consider how these reserves can be utilised at the meeting in September 2022.

Development of the Regional Transport Strategy has progressed throughout 2021/22, with a final version due to be considered by the Partnership in September 2022. Subsequently, the strategy will be presented to Scottish Ministers for their approval and then published. We are satisfied that SEStran has taken appropriate steps to ensure stakeholders' views and statutory responsibilities have been considered throughout the process.

Our approach to the wider scope audit

44. Our approach to the wider scope audit (as set out in our 2021/22 External Audit Plan) builds on our understanding of the Partnership which we developed from previous years, along with discussions with management and review of minutes and key strategy documents.
45. During our audit we also considered the Partnership's arrangements as they relate to the best value theme of fairness and equality.
46. Overall we concluded that the Partnership has appropriate arrangements in place as noted below

Fairness and Equalities

The Partnership published its Equality Outcomes 2021-2025 and Mainstreaming Report in April 2021. This outlined progress made in mainstreaming equality and set new equality outcomes for the period 2021-25. Performance measures have been set for each outcome which will be monitored throughout the period. The next progress report is due by April 2023.

Equality impact assessments have been completed to underpin the development of the new Regional Transport Strategy. The Scottish Government's National Transport Strategy targets reducing inequalities as one of the four central priorities. The work undertaken by SEStran looked to identify key equalities issues to inform the content of the new Regional Transport Strategy.



Annual Governance statement

Our audit opinion considers whether the Annual Governance Statement has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016) and is consistent with the financial statements.

47. We are satisfied that the Annual Governance Statement for the year to 31 March 2022 is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).
48. From our audit work we have concluded that the Partnership has appropriate systems in place to record, process, summarise and report financial and other relevant data. We have not identified any significant weaknesses or governance issues in the Partnership's accounting and internal control systems.
49. The Treasurer has confirmed that in his opinion, reasonable assurance can be placed upon the adequacy and effectiveness of the Partnership's internal control system.
50. The Partnership's internal audit function is provided by City of Edinburgh Council's internal audit service. We have taken cognisance of the work of internal audit in forming our opinion on the appropriateness of the disclosures in the Annual Governance Statement.

Governance arrangements

51. Governance arrangements have continued as normal throughout the period, with Partnership and Committee meetings held remotely.

52. The accounting and internal control system has continued to operate effectively during remote working, with no significant changes in controls.
53. The Partnership received and considered all standing items in 2021/22 including regular budget monitoring reports, performance information and updates on ongoing activity.
54. We are satisfied that the Partnership received sufficient and timely information throughout the period to support effective scrutiny, challenge and decision making.

Scottish Local Government Elections

55. The recent local government elections has resulted in significant changes to the Partnership's membership, with 17 out of the 20 elected members being newly appointed.
56. The new Partnership members are due to receive the relevant training in September 2022. The training will be aligned to the Scottish Government's On Board training guide.



Financial sustainability

Financial sustainability looks forward to the medium and longer term to consider whether the Partnership is planning effectively to continue to deliver its services or the way in which they should be delivered.

Significant audit risk

57. Our audit plan identified a significant risk in relation to financial sustainability under our wider scope responsibilities

Financial sustainability

The Partnership approved an Indicative Financial Plan 2022-2025 in December 2021. This presents a balanced budget across all three years, assuming Scottish Government funding and council requisitions will remain at the same level as 2021/22 and will remain at this level over the three year period. The achievement of a balanced financial outturn depends upon continued tight control and monitoring of income and expenditure. The 2022/23 revenue budget will be presented to the Partnership in March 2022, including an update on the General Fund reserve position as per the Reserves Policy.

With Scottish Government grant funding and council requisitions remaining at the same level, representing a reduction in real terms, the Partnership relies on external funding to ensure a balanced position. However, with European Union projects ending over the next two years, funding will reduce from £106,000 in 2021/22 to nil by 2023/24. The Partnership do not see this as a significant risk to its financial sustainability but are looking into arrangements to succeed those existing funding streams and has identified the need to increase funding levels as a key objective within its Business Plan 2021/22 to 2023/24.

The development of the new Regional Transport Strategy (RTS) has been a key area of focus in 2021/22, with the draft RTS due to be considered by the Partnership in March 2022 and subsequently shared with Scottish Government for approval. The RTS will set out a clear framework for how transport and mobility will be provided, developed and improved in the South East of Scotland region, whilst meeting aspirations for a sustainable and economically active growth area over and beyond the next 10 years. As a key driver for service delivery in the medium to long term, it is essential that SEStran has appropriate financial plans in place to support the delivery of this strategy in a sustainable manner.

Noted in the 2021/22 External Audit Plan

58. Our detailed findings on the Partnership's financial framework for achieving medium term financial sustainability are set out below.

Medium term financial planning

59. In March 2022 the Partnership approved a revenue budget of £1.526million for 2022/23 (2021/22: £1.472million) and indicative financial plans for 2023/24 and 2024/25.
60. The budget assumes a balanced position each year with no plans to utilise or increase the unallocated general fund reserve. The Partnership

was assured that, based on the forecasted 2021/22 position, an adequate unallocated reserve could be maintained, but that confirmation of this position would be presented to the Partnership in September 2022, based on the audited position for 2021/22.

61. All three years are based on the Partnership continuing to receive £782,000 grant from the Scottish Government, £190,000 from constituent council requisitions and the balance met from external funding.

Exhibit 2: Medium term financial plan 2022/23 – 2024/25

	2022/23	2023/24	2024/25
	£'000	£'000	£'000
Budgeted expenditure	1,526	1,337	1,311
External funding	554	365	339
Scottish Government	782	782	782
Council requisition	190	190	190
Total funding	1,526	1,337	1,311

Source: Revenue Budget 2022/23 and Indicative Financial Plan 2023/24 to 2024/25 – presented to the Partnership March 2022

62. Key assumptions made in developing the 2022/23 budget and indicative financial plans include;
- Additional EU project income and expenditure with net impact of additional costs of £104,000;
 - An increase in staff recharges to EU projects in 2022/23 review of EU projects;
 - estimated Pension Fund strain costs of £10,000 based on an actuarial assessment of the difference between anticipated annual salary cost increases assumed in the 2020 actuarial valuation and actual salary cost increases; and
 - Other assumptions required to reflect project extensions and slippage in current activity.

External funding

63. With Scottish Government grant funding and council requisitions remaining at the same level, representing a reduction in real terms, the Partnership relies on external funding to ensure a balanced position. External income is anticipated to fund 36% of indicative expenditure in 2022/23.
64. SEStran identified the need to increase external funding levels over the medium term as a key objective in its 2021/22 Business Plan. The 2022/23 budget forecasts funding of £554,000, an increase of £170,000 compared to the previous indicative financial plans. This is due to the extensions of a number of EU funded projects to June 2023 and additional funding of £212,000 received in 2021/22 for the GO SEStran project to develop Mobility as a Service and Demand Responsive Transport pilots
65. SEStran continues to reflect on ways to diversify its funding opportunities. For example, an increase in support levels from Transport Scotland for active travel network development presents an opportunity to further enhance funding and delivery of active travel objectives, which SEStran is continuing to explore.

Reserves position

66. Since 2019/20, the enactment of provisions within the Transport (Scotland) Act 2019 allows Regional Transport Partnerships (RTP's) to manage year-end finances by enabling them to hold a balance of funds.
67. As at 31 March 2022, the Partnership held a general fund balance of £161,000 (31 March 2021: £134,000),

of which £58,000 is earmarked to meet slippage on project delivery from 2021/22 to 2022/23. The remaining balance of £104,000 is unallocated (31 March 2021: £29,000). This has arisen from underspends against the 2021/22 core budget due to increased staff cost recharges to EU projects and reduced costs reflecting ongoing working from home arrangements.

68. The Partnership's Reserves Policy outlines a minimum unallocated general reserve fund of 5% of the approved annual core revenue budget to mitigate core revenue budget risks. This equates to £31,000.
69. Whilst we are satisfied that the Partnership's reserves position as at 31 March 2022 (an unallocated general fund reserve of £104,000) is in compliance with the policy, this has only been achieved through unplanned underspends in year. As highlighted in our 2020/21 Annual Audit Report, the Partnership had set a balanced budget for 2021/22 and there was no strategy in place to build up this level of reserves.
70. The Partnership should continue to reflect on its strategy to maintain, utilise or further build up their unallocated general fund reserve as part of their annual budgeting process to ensure this remains sufficient.
71. The audited reserves position will be presented to the Partnership in September 2022 for a decision on how these will be applied in 2022/23 onwards.

Strategic Planning

72. The current SEStran Business Plan 2021-22 to 2023-24 was approved in June 2021. This outlines the

- Partnership's strategic objectives and planned activities which have been structured under five core strategic themes;
- Accessibility;
 - Environment;
 - Economy;
 - Safety and health; and
 - Governance and partnership working
73. The development of the new Regional Transport Strategy (RTS) has remained a key area of focus in 2021/22. The RTS Case for Change was published on the SEStran website in June 2021, outlining the latest understanding of the problems and issues faced in the SEStran region, travel behaviour changes which have arisen since the onset of COVID-19, and the potential options to address these.
74. To support SEStran's statutory responsibilities, a Case for Change Equalities Duties Report and Strategic Environmental Assessment (SEA) Environmental Report were also published. These documents, along with the Case for Change Report were subject to a four-week consultation period, ending in July 2021.
75. Having identified the problems to be addressed and the associated options to address these, SEStran completed an options appraisal, assessing these against the Scottish Transport Appraisal Guidance criteria and strategic objectives. 62 options were selected and collated into themes as the foundation for creating the draft RTS.
76. A special Partnership meeting was held in October 2021 to progress this work. The Partnership agreed on 12 Regional Mobility Themes and developed policies and associated actions for each one. The draft RTS consists of 74 policies which provide a framework that aligns to the National Transport Strategy.
77. Statutory assessments of the RTS have been completed, including an environmental report and an Equalities Impact Assessment report. As the RTS is high-level in nature, further assessments will need to be completed for specific initiatives.
78. The RTS and statutory assessments were published for consultation between November 2021 and February 2022. SEStran received 109 responses and as a result made changes to the structure, format and some areas of content. The most significant change is a commitment to publish a Programmed Investment Plan which will provide clarity and a regional overview of the proposed schemes and their status.
79. An updated RTS was presented to the Partnership in March 2022. However, in response to concerns raised by Scottish Borders Council over the RTS' consideration of rural issues, final approval of the strategy has been delayed and an updated document will be presented to the Partnership in September 2022.
80. We are satisfied that SEStran has taken the necessary steps to ensure the RTS takes appropriate cognisance of stakeholders' views, environmental issues, equalities duties, and the challenges currently faced within the SEStran region.

Financial performance in 2021/22

81. The Comprehensive Income and Expenditure Statement for 2021/22 shows that the Partnership spent £2.156million on the delivery of services, resulting in an accounting deficit of £155,000 (2020/21: restated accounting deficit of £117,000).
82. The accounting deficit includes certain elements of income and expenditure that need to be accounted for to comply with the Code of Practice on Local Authority Accounting in the United Kingdom (the 2021/22 Code), and which are subsequently adjusted to show their impact on reserves.
83. Taking account of these adjustments, the Partnership reported a surplus of £27,000 (2020/21: deficit of £55,000), which has been recognised against the general fund.

Appendices



Appendix 1: Respective responsibilities of the Partnership and the Auditor	34
Appendix 2: Adjusted and unadjusted errors identified during the audit	38
Appendix 3: Follow up of prior year recommendations	39

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Appendix 1: Respective responsibilities of the Partnership and the Auditor

The Code of Audit Practice (2016) sets out the responsibilities of the Partnership and the auditor and are detailed below.

Partnership responsibilities

The Partnership is required to make arrangements for the proper administration of financial affairs and to secure that one of its officers has responsibility for the administration of those affairs. The Treasurer has been designated as that officer.

The Treasurer is responsible for the preparation of the Partnership's annual accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

Area	Partnership responsibilities
Corporate governance	<p>The Partnership is responsible for establishing arrangements to ensure the proper conduct of its affairs including the legality of activities and transactions, and for monitoring the adequacy and effectiveness of these arrangements. Those charged with governance should be involved in monitoring these arrangements.</p>
Financial statements.	<p>The Partnership has responsibility for:</p> <ul style="list-style-type: none"> preparing financial statements which give a true and fair view of its financial position and their expenditure and income, in accordance with the applicable financial reporting framework and relevant legislation; maintaining accounting records and working papers that have been prepared to an acceptable professional standard and that support its financial statements and related reports disclosures; maintaining proper accounting records; and preparing and publishing, along with the financial statements, an annual governance statement, management commentary (or equivalent) and a remuneration report that is consistent with the disclosures made in the financial statements. Management commentary should be fair, balanced and understandable and also address the longer term financial sustainability of the Partnership. <p>Management is responsible, with the oversight of those charged with governance, for communicating relevant information to users about the entity and its financial performance, including providing adequate</p>

Area	Partnership responsibilities
	<p>disclosures in accordance with the applicable financial reporting framework. The relevant information should be communicated clearly and concisely.</p> <p>The Partnership is responsible for developing and implementing effective systems of internal control as well as financial, operational and compliance controls. These systems should support the achievement of its objectives and safeguard and secure value for money from the public funds at its disposal. They are also responsible for establishing effective and appropriate internal audit and risk-management functions.</p>
Standards of conduct for prevention and detection of fraud and error	<p>The Partnership is responsible for establishing arrangements to prevent and detect fraud, error and irregularities, bribery and corruption and also to ensure that its affairs are managed in accordance with proper standards of conduct.</p>
Financial position	<p>The Partnership is responsible for putting in place proper arrangements to ensure the financial position is soundly based having regard to:</p> <ul style="list-style-type: none"> • Such financial monitoring and reporting arrangements as may be specified; • Compliance with statutory financial requirements and achievement of financial targets; • Balances and reserves, including strategies about levels and their future use; • Plans to deal with uncertainty in the medium and long term; and • The impact of planned future policies and foreseeable developments on the financial position.
Best value	<p>The Partnership has a specific responsibility to ensure that arrangements have been made to secure best value. They are responsible for ensuring that these matters are given due priority and resources, and that proper procedures are established and operate satisfactorily.</p>

Auditor responsibilities

Auditor responsibilities are derived from statute, the Code of Audit Practice, International Standards on Auditing (UK), professional requirements and best practice. These are to:

- undertake statutory duties, and comply with professional engagement and ethical standards;
- provide an opinion on the financial statements;
- review and report on, as appropriate, other information such as annual governance statements, management commentaries and remuneration reports;
- notify the Controller of Audit when circumstances indicate that a statutory report may be required; and
- demonstrate compliance with the wider scope of public audit.

Wider scope of audit

The special accountabilities that attach to the conduct of public business, and the use of public money, mean that public sector audits must be planned and undertaken from a wider perspective than in the private sector. This means providing assurance, not only on the financial statements, but providing audit judgements and conclusions on the appropriateness, effectiveness and impact of corporate governance and performance management arrangements and financial sustainability.

The Code of Audit Practice frames a significant part of our wider scope responsibilities in terms of four audit dimensions: financial sustainability; financial management; governance and transparency; and value for money.

We have concluded that the full application is not appropriate due to the size of the organisation. As part of our annual audit we consider and report against:

- appropriateness of the disclosures in the governance statement; and
- financial sustainability of the body and the services that it delivers over the medium to longer term.

Best Value

Appointed auditors have a duty to be satisfied that local government bodies have made proper arrangements to secure best value.

Our work in respect of the Partnership's best value arrangements has been integrated into our audit approach, including our work on the wider scope dimensions.

Independence

In accordance with our profession's ethical guidance and further to our External Audit Annual Plan issued confirming audit arrangements there are no further matters to bring to the attention of the Partnership in relation to our integrity, objectivity and independence.

We confirm that Azets Audit Services and the engagement team complied with the FRC's Ethical Standard. We confirm that all threats to our independence have been properly addressed through appropriate safeguards and that we are independent and able to express an objective opinion on the financial statements.

Audit and non-audit services

The total fees charged to the Partnership for the provision of services in 2021/22 (with prior year comparators) is as follows:

	Current year	Prior year
	£	£
Audit of South East of Scotland Transport Partnership (Auditor remuneration)	9,090	8,900
Total audit	9,090	8,900
Non-audit services	-	-
Total fees	9,090	8,900

FRC's Ethical Standard stipulates that where an auditor undertakes non audit work, appropriate safeguards must be applied to reduce or eliminate any threats to independence. No non-audit services were provided to the Partnership.

Audit quality

The Auditor General and the Accounts Commission require assurance on the quality of public audit in Scotland through comprehensive audit quality arrangements that apply to all audit work and providers. The audit quality arrangements recognise the importance of audit quality to the Auditor General and the Accounts Commission and provide regular reporting on audit quality and performance.

Audit Scotland maintains and delivers an [Audit Quality Framework](#).

The most recent audit quality report which covers our work at the Partnership since appointment can be found at <https://www.audit-scotland.gov.uk/publications/quality-of-public-audit-in-scotland-annual-report-202122>

Appendix 2: Adjusted and unadjusted errors identified during the audit

Corrected misstatements

No	Detail	Assets	Liabilities	Reserves	CIES
		Dr / (Cr)	Dr / (Cr)	Dr / (Cr)	Dr / (Cr)
		£'000	£'000	£'000	£'000
1.	Removal of agency income from related expenditure				Gross income: 216 Gross expenditure (216)
Net impact on (income) / expenditure per audited accounts					-
Net liabilities per the unaudited accounts					(259)
Total audit adjustments					-
Net liabilities per audited accounts					(259)

Uncorrected misstatements

We did not identify any uncorrected misstatements during our audit of the annual accounts.

Disclosure amendments

No	Detail
1	Annual Governance Statement – additional narrative to reflect on changes to the Partnership membership and confirmation that governance arrangements have been in operation up to the date of signing
2	Reordering of notes such that the accounting policies are immediately followed by commentary on accounting standards issued but not yet adopted, critical judgements in applying the accounting policies, assumptions made about major sources of estimation uncertainty and events after the balance sheet date
3	Note 22 – Related Parties – separately identifying agency transactions

Appendix 3: Follow up of prior year recommendations

There were no prior year recommendations to note.

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Audited Annual Accounts 2021/22

1. Introduction

- 1.1 This report presents the audited accounts for the year ended 31st March 2022. The audited accounts are appended.

2. Main Report

- 2.1 The unaudited Annual Accounts were noted by the Partnership at its meeting on 17th June 2022.

- 2.2 The Partnership's appointed External Auditor – Azets Audit Services – has completed the annual audit. The Annual Audit report is presented separately on this agenda.

- 2.3 The Auditor's report provides an opinion on whether:

- the Annual Accounts give a true and fair view, in accordance with applicable law and the 2021/22 Code of Practice on Local Authority Accounting, of the state of affairs of the Partnership as at 31 March 2022 and of its income and expenditure for the year then ended;
- the Annual Accounts have been properly prepared in accordance with International Financial Reporting Standards (IFRSs) as adopted by the European Union, as interpreted and adapted by the 2021/22 Code and;
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

- 2.4 There are no qualifications to the audit certificate, which appears on pages 47 to 49 of the accounts. The Auditor's opinion states that the financial statements present a true and fair view of the Partnership as at 31st March 2022 and its income and expenditure for the year then ended.

- 2.5 The Performance and Audit Committee reviewed the Annual Accounts at its' rescheduled meeting on 13th September 2022.

- 2.6 The Annual Accounts are required to be prepared under International Accounting Standard 19 – Employee Benefits (IAS 19). This requires the cost of retirement benefits to be included in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. Lothian Pension Fund's contribution strategy seeks to achieve past and future service benefits to be fully funded on a longer-term basis.

3 Recommendations

It is recommended that the Partnership Board:

- 3.1 note the audited accounts and the Auditor's opinion in the audit certificate;
- 3.2 authorise the Audited Annual Accounts for signature.

Hugh Dunn

Treasurer

15th September 2022

Appendix

Audited Annual Accounts 2021/22

Contact

iaın.shaw@edinburgh.gov.uk

Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	There are no financial implications arising following issue of an unqualified Audit certificate.
Equalities Implications	There are no equality implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.

The South East of Scotland Transport Partnership (SESTRAN)

Audited Annual Accounts

2021/2022

The South East of Scotland Transport Partnership (SESTRAN)

CONTENTS

	<u>Page</u>
Management Commentary	2-5
Statement of Responsibilities for the Annual Accounts	6
Annual Governance Statement	7 - 9
Remuneration Report	10 - 11
<u>Accounting Statements and Notes to the Annual Accounts:</u>	
Annual Accounts	
1. <i>Movement in Reserves Statement for the year ended 31st March 2022</i>	12
2. <i>Comprehensive Income & Expenditure Statement for the year ended 31st March 2022</i>	13
3. <i>Balance Sheet as at 31st March 2022</i>	14
4. <i>Cash Flow Statement for the year ended 31st March 2022</i>	15
Statement of Accounting Policies	16 - 19
Notes to the Annual Accounts	20 - 46
Independent Auditors Report	47 - 49

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary

1. Basis of Accounts

The Partnership prepares its Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom. The Code of Practice is based on International Financial Reporting Standards (IFRS).

2. Statutory Background

The South East of Scotland Transport Partnership (SESTRAN) was established under the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005. The Partnership came into force on 1st December 2005. Under Section 3 of the Transport (Scotland) Act 2005, the net expenses of SESTRAN, after allowing for government grant and any other income, are met by its constituent councils.

In accordance with Section 122 of the Transport (Scotland) Act 2019, which allows Regional Transport Partnerships to carry forward reserves, the Partnership has now established a General Fund reserve. This provision in the Transport (Scotland) Act 2019 came into effect on 19 March 2020, and is available to Regional Transport Partnerships for financial years 2019/20 and onwards.

3. Corporate Strategy

The following is an introductory extract from the Transport (Scotland) Act 2005, which established the Partnership; one of seven Scottish Regional Transport Partnerships (RTPs):

“An Act of the Scottish Parliament to provide for the setting up and functions of the new transport bodies and to enable the Scottish Ministers to discharge certain transport functions; to provide further for the control and co-ordination of road works and for the enforcement of the duties placed on those who carry them out; to set up national concessionary fares schemes; and to make other, miscellaneous modifications of the law relating to transport.”

The Partnership aims to develop a sustainable transportation system for South East Scotland that will enable business to function effectively, and provide everyone living in the region with improved access to healthcare, education, public services and employment opportunities. These aims are embodied in the Regional Transport Strategy (RTS).

The constituent councils of the Partnership are the City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

SEStran's Vision Statement is as follows:

“A regional transport system that provides all citizens of South East Scotland with a genuine choice of transport which fulfils their needs and provides travel opportunities for work and leisure on a sustainable basis.”

4. Risks and Uncertainties

The principal risks and uncertainties faced by the Partnership fall into three categories.

Firstly, there is the funding uncertainty faced by all local authorities and RTPs. The Partnership has a range of statutory duties to enact. While every attempt is made to do this within the budget provided, budget reductions may make this less achievable resulting in a reduction in the quality of service provided.

The second category relates to changes in legislation leading to changes in the services to be delivered. This can create pressures from both a financial and organisational perspective.

Thirdly, the longer term impact from the Covid-19 pandemic on all aspects of transport and mobility are expected to be significant. The longer term implications for partner Councils, operators and transport user groups at national, regional and local levels are yet to be determined.

5. Results for the Year

The Partnership is required to present its financial performance as a Comprehensive Income and Expenditure Statement. This can be seen on page 13.

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary (*continued*)

5. Results for the Year (*continued*)

To show the net position of the Partnership and to allow comparison with the approved revenue budget, it is necessary to adjust the expenditure shown in the Comprehensive Income and Expenditure Statement to take account of a number of items where the statutory accounting requirements differ from the management accounting practice of the Partnership. These adjustments are detailed in Note 2.

The net revenue budget of the Partnership in 2021/22 was £0.972m, funded by Government Grant and Council Contributions. A comparison of the outturn position with the revenue budget and earmarked reserves brought forward (£105,000) is presented in the table below. Key aspects of financial performance in 2021/22 are:

- Overall the Partnership had an underspend of £133,000 which is shown in the table below. The underspend arose due to a combination of underspends on the core revenue budget and projects budget, offset by an overspend on the RTPI project budget;
- The Partnership incurred core service expenditure of £0.588m which was £75,000 below the Core Service revenue budget. The main favourable variances on the Core revenue budget arose from increased staff recharges to EU projects (£63,000) and from decreased expenditure on staff travel (£8,000) and conference costs (£9,000), reflecting ongoing working from home.
- The Partnership incurred expenditure of £1.318m on revenue projects and received external grants and contributions of £0.978m, resulting in net expenditure of £0.340m. Net expenditure was £66,000 under budget, after inclusion of the earmarked reserve brought forward. The main favourable variances on the Projects revenue budget arose on the Sustainable Travel budget (£48,000), the Regional Transport Strategy budget (£32,000) and GO e-Bike budget (£36,000), offset by an adverse variance on the EU projects (£38,000).
- Expenditure of £233,000 on the Real-Time Passenger Information (RTPI) project was partly funded by contributions of £217,000 from other parties, resulting in net expenditure of £16,000. Net expenditure was £8,000 over budget.

	Revised Budget £'000	Earmarked Reserves from 20/21 £'000	Outturn £'000	Variance £'000
Core Service	663	0	588	(75)
Revenue Projects - Net Expenditure	301	105	340	(66)
RTPI Project - Net Expenditure	8	0	15	7
Net Interest	0	0	0	0
Total Expenditure 2021/22	972	105	943	(134)
Government Grant	(782)	0	(782)	0
Constituent Council Requisitions	(190)	0	(190)	0
Total Government Grant and Council Contributions 2021/22	(972)	0	(972)	0

In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy and established an unallocated reserve of £29,000. Slippage on project delivery from 2021/22 to 2022/23 will be managed by establishment of an earmarked balance, in accordance with the Partnership's Reserves Policy.

Non Financial Results

During 2021/22, the Partnership concluded the key development stages of the new, draft Regional Transport Strategy (RTS) to set the strategic framework for transport plans and decisions within the SEStran region up to 2035. The RTS was developed through consultancy support with partner and stakeholder input sought at key stages, analysis of evidence of transport problems and opportunities and detailed option appraisal. Relevant Statutory Assessments for the new RTS were concluded within 2021/22.

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary (*continued*)

5. Results for the Year (*continued*)

Non Financial Results (*continued*)

The Partnership was successful in attracting funding for delivery of region-specific strategies, projects and services of benefit to transport users and partners across the region and remained actively involved in a wide range of regional and national strategic activities, and progressed initiatives in response to Covid-19.

- With Active Travel funding from Transport Scotland, the Partnership's Strategic Travel Network plans were further developed. Route plans and feasibility reports for West Lothian and Falkirk Councils were completed and the longitudinal study, surveying travel attitudes through Covid-19, was continued;
- The Partnership progressed its Regional Cycle Network grant scheme. Funding was allocated from Sustrans Scotland for the Edinburgh to BioQuarter route;
- The GO e-Bike stations in East Lothian and Midlothian that utilised funding contribution from Transport Scotland's Low Carbon Travel and Transport (LCTT) Challenge Fund became fully operational;
- With the Partnership receiving a funding grant of up to £150,000 towards the development of Phase 2 of the Thistle Assistance Scheme Journey Planner, development of the app based journey planner commenced through procured developer 'Sentireal'. Work reached advanced stages;
- Work on the SEStran Freight Study resumed once Transport Scotland confirmed acceptance of the Case for Change; the study reached Initial Options stage in the final quarter of 2021/22;
- The Transport Scotland funded transport appraisal for Newburgh reached Business Case stage;
- The upgrade of the Real Time Passenger Information (RTPI) system succeeded in becoming fully operational in November 2021, after resolving technical issues found at the final stage of on site testing;
- Through the SHARE-North project, first stage of the Journey Hub in Musselburgh was completed with EV charging for car club vehicles, electronic information displays and landscaping concept design. This was then expanded with multi-modal travel counters and additional geo-fenced Bewegen e-bike hubs;
- Through the PriMaaS project, the Partnership began development of a Regional Mobility as a Service (MaaS) Action Plan. The PriMaaS project was granted a six month time only extension. Additionally, a bid to Transport Scotland's MaaS Investment Fund was partly successful for a project delivering MaaS, including Demand Responsive Transport elements to be developed in 2022/23;
- Through the BLING project, the Partnership began exploring the potential to test the project's Blockchain Readiness Awareness Tool with commercial operators DHL and ZEDIFY logistics. A project extension of funding and time, to June 2023, was agreed with the project's lead partner;
- Through the Surflogh project, an expansion of the successful first / last mile delivery trial in the Haymarket area by ZEDIFY was agreed with the project's lead partner. Preparatory work for a new hub was finalised and the hub became operational in the Leith area in 2021. Preparatory work on the Perth West logistics hub commenced;
- The Partnership continued to play a key role supporting the Regional Transport Transition Group established in June 2020, including playing a central role supporting the three initial bids from within the region to Transport Scotland's Bus Partnership Fund;
- The Partnership has continued to pursue activities towards its five equalities outcomes, which will guide the Partnership up to 2025.

6. Future Developments

The Partnership developed a Hybrid working policy, facilitating individual and team dialogue and working. Hybrid working arrangements will commence in 2022/23. Ensuring the health, safety and well-being of staff remains the top priority for the Partnership.

The Partnership will continue to make good use of online engagement for meetings, business and events as long as required, in addition to face to face meetings and events. The high levels of engagement from across the region using such methods has benefitted the Partnership and where appropriate this will continue to be a valuable engagement tool.

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary *(continued)*

6. Future Developments *(continued)*

The Partnership will actively pursue a range of opportunities for the region that emerged during 2021/22, including leading or supporting the development of Demand Responsive Transport, Mobility as a Service, Bus Service Improvement Partnerships, Thistle Assistance Journey Planning. Increased levels of support from Transport Scotland for active travel network development present an opportunity to enhance funding and delivery of active travel in the region, and in addition the Partnership will continue with the development of cargo bike delivery and bike training.

The development of the new Regional Transport Strategy (RTS) is a core aspect of the Partnership's statutory role and function. It involves the input of SEStran partners and stakeholders. The Partnership will finalise a draft RTS with the Partnership Board in 2022.

The Partnership, alongside other RTPs in Scotland, will continue to work closely with Transport Scotland and partner councils to continually re-evaluate and respond to the new context for transport as it evolves.

It is considered appropriate to adopt a going concern basis for the preparation of the Annual Accounts.

Chair of Partnership Board: COLIN DAVIDSON _____ Date signed:

Partnership Director: JIM GRIEVE _____ Date signed:

Treasurer: HUGH DUNN, CPFA _____ Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

STATEMENT OF RESPONSIBILITIES FOR THE ANNUAL ACCOUNTS

The Partnership's Responsibilities

The Partnership is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer has the responsibility for the administration of those affairs. In this Partnership, that officer is the Treasurer;
- to manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets;
- to ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014) and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);
- to approve the Annual Accounts.

I confirm that these annual accounts were approved for signature by the South East of Scotland Transport Partnership at its Board meeting on 23rd September 2022.

Chair of Partnership

Board:

COLIN DAVIDSON

_____ Date signed:

The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Partnership's Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA / LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with legislation;
- complied with the Local Authority Accounting Code (in so far as it is compatible with legislation).

The Treasurer has also:

- kept adequate accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the Annual Accounts give a true and fair view of the financial position of the Partnership at the reporting date and the transactions of the Partnership for the year ended 31st March 2022.

Treasurer:

HUGH DUNN, CPFA

_____ Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2021/22

1. Scope of Responsibility

The South East of Scotland Transport Partnership's aim is to develop a transportation system for South East Scotland as outlined in the Partnership's Regional Transport Strategy 2015-2025.

The Partnership is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards, that public money is safeguarded and properly accounted for and used economically, efficiently, effectively and ethically. The Partnership also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these overall responsibilities Elected Members and Senior Officers are responsible for implementing proper arrangements for the governance of the Partnership's affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

The Partnership has approved and adopted a Local Code of Corporate Governance which is consistent with appropriate corporate governance principles and reflects the requirements of the "Delivering Good Governance in Local Government: Framework (2016)".

This Statement explains how the Partnership delivers good governance and reviews the effectiveness of these arrangements. It also includes a statement on internal financial control in accordance with proper practice.

The Partnership's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2016).

2. The Partnership's Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the Partnership is directed and controlled, and its activities through which it accounts to, engages with and influences the community. It enables the Partnership to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The framework reflects the arrangements in place to meet the six supporting principles of effective corporate governance:

- Focusing on the purpose of the Partnership and on outcomes for the community, and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the Partnership and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective;
- Engaging with local people and other stakeholders to ensure robust public accountability.

A significant part of the governance framework is the system of internal control which is based on an ongoing process designed to identify and manage the risks to the achievement of the Partnership's policies, aims and objectives. These are defined in the Partnership's Business Plan, which is updated annually. This enables the Partnership to manage its key risks efficiently, effectively, economically and ethically.

Within the overall control arrangements the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. It is based on a framework of regular management information, financial regulations, administrative procedures and management supervision.

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2021/22 (*continued*)

2. The Partnership's Governance Framework (*continued*)

While the system of internal control is designed to manage risk at a reasonable level it cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable, and not absolute, assurance of effectiveness.

3. Determining the Partnership's purpose, its vision for the local area and intended outcomes for the Community

The Partnership aims to develop a transportation system for South East Scotland which will enable businesses to function effectively and provide everyone living in the Region with improved access to health care, education, public services and employment opportunities. The vision for achieving this is outlined in the Regional Transport Strategy.

The Business Plan defines how to implement the aims of this strategy and the Annual Report provides a report of performance against objectives, targets and performance indicators as outlined in the Regional Transport Strategy.

4. Review of Effectiveness

The Partnership has put in place arrangements, detailed in the Local Code, for monitoring each element of the framework and providing evidence of compliance. A Principal Officer within the Partnership has been nominated to review the effectiveness of the Local Code.

The review of the effectiveness of its governance framework, including the system of internal financial control is informed by:

- the work of Internal Audit on the adequacy and effectiveness of the Partnership's control environment, governance and risk management frameworks;
- the Partnership Director's Certificate of Assurance on internal control;
- the operation and monitoring of controls by Partnership managers;
- the External Auditors in their Annual Audit Letter and other reports; and
- other inspection agencies comments and reports.

Through the year Elected Members and Officers have responsibility for the development and maintenance of the governance environment. These review mechanisms include:

- **The Partnership Board**, which provides strategic leadership, determines policy aims and objectives and takes executive decisions not delegated to officers. It provides political accountability for the Partnership's performance;
- **The Performance and Audit Committee**, which demonstrates the Partnership's commitment to the principles of good governance, undertaking the core functions of an audit committee as identified in Audit Committees: Practice Guidance for Local Authorities and Policy (CIPFA);
- **The Internal Audit Service** of the City of Edinburgh Council provides an independent and objective assurance service to the Partnership, by completing one review in each financial year that is focused on the adequacy and effectiveness of controls established to manage a key risk of the Partnership. The Partnership seeks to ensure that Internal Audit arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit.
- **The External Auditor's Annual Audit Report** is considered by the Partnership Board and the Performance and Audit Committee, along with the output from other external audits and inspections;
- **The risk management system** requires that risks are regularly reviewed by the Performance and Audit Committee and Board. This ensures that actions are taken to effectively manage the Partnership's highest risks;

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2021/22 (*continued*)

4. Review of Effectiveness (*continued*)

- **The Partnership Secretary** is responsible to the Partnership for ensuring that agreed procedures are followed. The Partnership has a contractual arrangement with an external Legal Services provider to ensure all applicable statutes and regulations are complied with.
- The Partnership operates Anti-Bribery, Anti-Fraud and Corruption policies in accordance with the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption.
- **CIPFA Financial Management Code**
A requirement of the Annual Governance Statement is to disclose compliance with the CIPFA Financial Management (FM) Code and identify any outstanding areas for improvement or change. The Code is designed to support good practice and assist local government organisations in demonstrating their financial sustainability and resilience, by setting out expected standards of financial management.
The Partnership has undertaken an evaluation of compliance with the Financial Management Code
The Partnership's financial management arrangements are assessed as being compliant with the FM Code.

5. Internal Audit Opinion

During the year, Internal Audit undertook one review that assessed the adequacy of design and operating effectiveness of the key controls established by the Partnership to support design of their Active Travel network development responsibilities, and effective management and allocation of external funding. Progress with implementation of the two medium rated Internal Audit recommendations raised in the Covid-19 Resilience Arrangements review completed in May 2021 was also considered. The control environment, governance and risk management frameworks were assessed as being adequately designed and operating effectively, providing assurance that risks are being effectively managed, and that the Partnership's objectives should be achieved.

6. Coronavirus Pandemic

During the Covid 19 pandemic, meetings of the Partnership were held online. The Partnership continues to make use of online engagement for meetings, business and events, in addition to face to face meetings.

7. Partnership Board Membership

Following the Local Government Election of May 2022, seventeen new councillors have been appointed to the Partnership by the Partnership's constituent councils, with three councillors returning to the Partnership. A new Partnership Chairperson and two new Deputy Chairpersons have been appointed.
Five new non-Council Members were appointed to the Partnership during 2021/22. Four non-Council Members returned to the Partnership Board, following an appointment process.

8. Certification

In compliance with accounting practice, the Treasurer has provided the Partnership Director with a statement on the adequacy and effectiveness of the Partnership's internal financial control system for the year ended 31st March 2022. It is the Treasurer's opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Partnership's internal control system.

9. From this year's review, there is reasonable assurance that the Local Code of Corporate Governance is operating adequately, with overall compliance by the Partnership with its corporate governance arrangements.

10. The Partnership's governance arrangements and systems are confirmed as being operational and current at the date of signing of this Annual Governance Statement.

Chair of Partnership

Board: COLIN DAVIDSON _____

Date signed:

Partnership Director:

JIM GRIEVE _____

Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

REMUNERATION REPORT

1. Remuneration Policy for Senior Employees

The Partnership Board determines remuneration for senior employees with reference to the level of responsibility of the post. The Partnership does not operate a Remuneration Committee. Annual inflationary increases are based on those agreed by the Scottish Joint Negotiating Committee (SJNC) for Local Authority services.

2. Remuneration for Senior Councillors

The Partnership does not provide any remuneration to senior councillors.

Expenses paid to Board members are detailed in note 19 to the annual accounts.

3. Management of Remuneration Arrangements

The remuneration of the Partnership's employees is administered by the City of Edinburgh Council, as part of a service level agreement with the Partnership.

4. Officers Remuneration

The numbers of employees whose remuneration during the year exceeded £50,000 were as follows:

Remuneration Bands	2021/22	2020/21
£60,000 - £64,999	1	1
£80,000 - £84,999	0	1
£85,000 - £89,999	1	0

5. Senior Employees Remuneration

The remuneration paid to the Partnership's senior employees is as follows:

Name and Post Title	Salary, Fees and Allowances £	Compensation £	Total Remuneration 2021/22 £	Total Remuneration 2020/21 £
Jim Grieve - Partnership Director	85,512	0	85,512	82,529
	85,512	0	85,512	82,529

The senior employees detailed above have/ had responsibility for management of the Partnership to the extent that they have power to direct or control the major activities of the Partnership (including activities involving the expenditure of money), during the year to which the Remuneration Report relates, whether solely or collectively with other persons.

6. Senior Employees Pension Entitlement

The pension entitlement of the Partnership's senior employee(s) is as follows:

Name and Post Title	In-year pension contributions			Accrued pension benefits	
	2021/22 £	2020/21 £		As at 31 March 2022 £'000	Difference from 31 March 2021 £'000
Jim Grieve - Partnership Director	28,305	21,240	Pension	3	2
			Lump Sum	0	0
	28,305	21,240			

The senior employee shown in the table above became a member of the Local Government Pension Scheme (LGPS) in August 2020.

The South East of Scotland Transport Partnership (SESTRAN)

REMUNERATION REPORT *(continued)*

7. Pension Entitlement

Pension benefits for the Partnership's employees are provided through the Local Government Pension Scheme (LGPS). For the Partnership's employees, the Local Government Pension Scheme (LGPS) became a career average pay scheme on 1 April 2015. Benefits built up to 31 March 2015 are protected and based on final salary. Accrued benefits from 1 April 2015 will be based on career average salary.

The scheme's normal retirement age for employees is linked to the state pension age (but with a minimum of age 65).

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contributions rates were set at 6% for all non-manual employees.

The tiers and members contributions rates for 2021-22 were as follows:

Whole Time Pay	Contribution rate
On earnings up to and including £22,300 (2020/2021 £22,200)	5.50%
On earnings above £22,300 and up to £27,300 (2020/2021 £22,200 to £27,100)	7.25%
On earnings above £27,300 and up to £37,400 (2020/2021 £27,100 to £37,200)	8.50%
On earnings above £37,400 and up to £49,900 (2020/2021 £37,200 to £49,600)	9.50%
On earnings above £49,900 (2020/2021 £49,600)	12.00%

From April 2015, when allocating contribution rates to members, pensionable pay means the actual pensionable pay, regardless of hours worked.

There is no automatic entitlement to a lump sum for members who joined the scheme post April 2009. Members may opt to give up (commute) pension for lump sum or bigger lump sum up to the limit set by the Finance Act 2004.

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation - assuming that the person left the related employment or service as at 31st March in the year to which the value relates.

8. Exit Packages

Exit packages include compulsory and voluntary redundancy costs, pension contributions in respect of added years, ex-gratia payments and other departure costs.

Exit Package Cost Band	Number of Compulsory Redundancies		Number of Other Agreed Departures		Total Number of Exit Packages by Cost Band	Total Cost of Exit Packages in Each Band	
						£'000	£'000
All Cost Bands	0	0	0	0	0	0	0
	0	0	0	0	0	0	0

All information disclosed in the tables at paragraphs 4, 5, 6 and 8 in this Remuneration Report has been audited.

The other sections of the Remuneration Report will be reviewed by the appointed auditor to ensure that they are consistent with the annual accounts.

Chair of Partnership

Board: COLIN DAVIDSON

Date signed :

Partnership Director:

JIM GRIEVE

Date signed :

The South East of Scotland Transport Partnership (SESTRAN)

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on different reserves held by the Partnership, analysed into "Usable Reserves" (that is, those that can be applied to fund expenditure) and "Unusable Reserves". The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Partnership's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Partnership.

Re-stated

2020/21 - Previous Year Comparative

Opening Balances at 1 April 2020

Movement in reserves during 2020/21

Surplus or (Deficit) on Provision of Services
Other Comprehensive Expenditure and Income

Total Comprehensive Expenditure and Income

Adjustments between accounting basis & funding basis under
regulations (Note 7)

Increase/Decrease in 2020/21

Balance at 31 March 2021 carried forward

Usable Reserves		Unusable Reserves	Total Partnership Reserves
General Fund Balance	Total Usable Reserves		
£'000	£'000	£'000	£'000
189	189	(362)	(173)
(117)	(117)	0	(117)
0	0	(323)	(323)
(117)	(117)	(323)	(440)
62	62	(62)	0
(55)	(55)	(385)	(440)
134	134	(747)	(613)

2021/22 - Current Financial Year

Opening Balances at 1 April 2021

Movement in reserves during 2021/22

Surplus or (Deficit) on Provision of Services
Other Comprehensive Expenditure and Income

Total Comprehensive Expenditure and Income

Adjustments between accounting basis & funding basis under
regulations (Note 7)

Increase/Decrease in 2021/22

Balance at 31 March 2022 carried forward

Usable Reserves		Unusable Reserves	Total Partnership Reserves
General Fund Balance	Total Usable Reserves		
£'000	£'000	£'000	£'000
134	134	(747)	(613)
(155)	(155)	0	(155)
0	0	509	509
(155)	(155)	509	354
183	183	(183)	0
28	28	326	354
162	162	(421)	(259)

The South East of Scotland Transport Partnership (SESTRAN)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT 2021/22

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded by government grant, council requisitions and other income.

Re-stated 2020/21			2021/22			
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	Services	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
683	(6)	677	Core	750	0	750
858	(461)	397	Projects	1,335	(979)	356
1,541	(467)	1,074	Cost Of Services	2,085	(979)	1,106
65	(50)	15	Financing & Investment Income (Note 9)	71	(50)	21
0	(972)	(972)	Taxation and Non-Specific Grant Income (Note 10)	0	(972)	(972)
1,606	(1,489)	117	(Surplus) or Deficit on Provision of Services	2,156	(2,001)	155
			Other Comprehensive Income and Expenditure			
0	(99)	(99)	Change in Demographic Assumptions	0	(18)	(18)
775	0	775	Change in Financial Assumptions	0	(277)	(277)
0	(45)	(45)	Other Experience	8	0	8
0	(308)	(308)	Return on Assets excluding amounts included in net interest	0	(222)	(222)
775	(452)	323	Total Other Comprehensive Income and Expenditure	8	(517)	(509)
2,381	(1,941)	440	Total Comprehensive Income and Expenditure	2,164	(2,518)	(354)

The South East of Scotland Transport Partnership (SESTRAN)

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Partnership. The net assets of the Partnership (assets less liabilities) are matched by the reserves held by the Partnership. Reserves are reported in two categories. The first category of reserves are usable reserves, that is, those reserves that the Partnership may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves are those that the Partnership is not able to use to provide services. This category of reserves include reserves that hold unrealised gains and losses (for example, the Capital Adjustment Account Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

Re-stated 31 March 2021 £'000		Note	31 March 2022 £'000
257	Property, plant and equipment	11	173
257	Long term assets		173
654	Short-term debtors	13	840
0	Provision for Bad Debts	14	0
320	Cash and cash equivalents	15	95
974	Current assets		935
(150)	Contributions and Grants Received in Advance		(40)
(704)	Short-term creditors	16	(747)
(854)	Current liabilities		(787)
(990)	Other long-term liabilities (Pensions)	24	(580)
(990)	Long-term liabilities		(580)
(613)	Net assets/ (liabilities)		(259)
	Financed by:		
134	Usable reserves	17	161
(747)	Unusable reserves	18	(420)
(613)	Total reserves		(259)

The unaudited Annual Accounts were issued on the 10th June 2022.

The audited financial statements were authorised for issue on 23rd September 2022

Treasurer: HUGH DUNN, CPFA

Date signed: _____

The South East of Scotland Transport Partnership (SESTRAN)

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Partnership during the reporting period. The statement shows how the Partnership generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flow arising from operating activities is a key indicator of the extent to which the operations of the Partnership are funded by way of government grant income, council requisitions and recipients of services provided by the Partnership. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Partnership's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (that is, borrowing) to the Partnership.

31 March 2021 £'000	31 March 2021 £'000		31 March 2022 £'000	31 March 2022 £'000
		OPERATING ACTIVITIES		
(782)		Government Grants	(782)	
(190)		Constituent Council Requisitions	(190)	
(1)		Interest paid/ (received)	0	
(924)		Other receipts from operating activities	(807)	
	(1,897)	Cash inflows generated from operating activities		(1,779)
561		Cash paid to and on behalf of employees	562	
1,068		Cash paid to suppliers of goods and services	1,478	
	1,629	Cash outflows generated from operating activities		2,040
	(268)	Net cash flows from operating activities		261
		INVESTING ACTIVITIES		
99		Purchase of property, plant and equipment	10	
0		Proceeds from the sale of property, plant and equipment	(46)	
	99	Net cash flows from investing activities		(36)
		FINANCING ACTIVITIES		
0		Other receipts from financing activities	0	
	0	Net cash flows from financing activities		0
	(169)	Net(increase)/ decrease in cash and cash equivalents		225
	151	Cash and cash equivalents at the beginning of the reporting period		320
	320	Cash and cash equivalents at the end of the reporting period (Note 15)		95

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES

1.1 Accounting Policies

The Annual Accounts have been prepared in accordance with the International Financial Reporting Standards (IFRS) based Code of Practice in the United Kingdom (the Code). This is to ensure that the Annual Accounts "present a true and fair view" of the financial position and transactions of the Partnership.

The Annual Accounts have been prepared on an historic cost basis, modified by the valuation of pension assets and liabilities and property, plant and equipment, where appropriate.

1.2 Revenue Expenditure

Revenue expenditure is that which does not yield benefit beyond the year of account. In broad terms the revenue expenditure of the Partnership can be divided into two categories:

- employees;
- day-to-day operating expenses, includes costs incurred in respect of office accommodation transport, ICT, and project expenditure.

1.3 Revenue Income

Revenue income is that which does not yield benefit beyond the year of account. In broad terms the revenue income of the Partnership can be divided into the following categories:

- Council requisitions, which fund day to day expenditure;
- European Union, Scottish Government and other grant income awarded to fund specific projects;
- other income recoveries to fund specific projects.

1.4 Accruals of Expenditure and Income

The revenue account has been prepared on an accruals basis in accordance with the Code of Practice. Amounts estimated to be due to or from the Partnership, which are still outstanding at the year end, are included in the accounts. Government Grants have been accounted for on an accruals basis.

1.5 Operating Leases

a) Leased-in assets

Rental payments under operating leases are charged to the Comprehensive Income and Expenditure Statement on a straight line basis over the life of the lease.

b) Leased-out assets

The Partnership has not identified any leased-out assets that fall under the definition of operating leases.

1.6 Overheads

The cost of service in the Comprehensive Income and Expenditure Statement includes the Partnership's overheads.

1.7 Charges to the Comprehensive Income and Expenditure Statement for use of non-current assets

Charges are made to the Comprehensive Income and Expenditure Statement for the use of non-current assets, through depreciation charges. The aggregate charge to individual services is determined on the basis of the assets used in each service.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES (*continued*)

1.8 Employee Benefits

Pensions

The Partnership is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by Lothian Pension Fund. The LGPS is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998, as amended.

The Annual Accounts have been prepared including pension costs, as determined under International Accounting Standard 19 – Employee Benefits (IAS 19). The cost of service in the Comprehensive Income and Expenditure Statement includes expenditure equivalent to the amount of retirement benefits the Partnership has committed to during the year. Pensions interest cost and the expected return on pension assets have been included in the “Surplus or Deficit on the Provision of Services” within the Comprehensive Income and Expenditure Statement.

The pension costs charged to the Comprehensive Income and Expenditure Statement in respect of employees are not equal to contributions paid to the funded scheme for employees. The amount by which pension costs under IAS19 are different from the contributions due under the pension scheme regulations are disclosed in the Movement in Reserves Statement for the General Fund.

Pension assets have been valued at bid value (purchase price), as required under IAS19.

Under pension regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

Accruals of Holiday Leave

Cost of service includes a charge for annual leave to which employees are entitled, but have not taken as at the Balance Sheet date. The Partnership is not required to raise requisitions on constituent councils to cover the cost of accrued annual leave. These costs are therefore replaced by revenue provision in the Movement in Reserves Statement for the General Fund balance by way of an adjusting transaction with the Accumulated Absence Account.

1.9 Non Current Assets

Property, Plant and Equipment

Property, Plant and Equipment is categorised into the following classes:

- Vehicles, plant and equipment;
- Assets under construction;

Recognition:

- Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment has been capitalised on an accruals basis;

Depreciation:

- Depreciation is provided on all Property, Plant and Equipment;
- The Partnership provides depreciation on its Property, Plant and Equipment from the month when it comes into use. Thereafter depreciation is provided on a straight line basis over the expected life of the asset. No depreciation is provided on Assets Under Construction.

Measurement:

Property, Plant and Equipment are included in the Balance Sheet at the lower of net current replacement cost or net realisable value in existing use, net of depreciation.

1.10 Government Grants and Other Contributions

• Revenue

Revenue grants and other contributions have been included in the financial statements on an accruals basis.

Where such funds remain unapplied at the Balance Sheet date, but approval has been given to carry these funds forward to the next financial year, the funds have been accrued.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES (*continued*)

1.1 Government Grants and Other Contributions (*continued*)

• Capital

Capital grants and contributions are recognised in the Comprehensive Income and Expenditure Statement, except to the extent there are conditions attached to them that have not been met.

Where there are no conditions attached to capital grants and contributions, these funds are a reconciling item in the Movement in Reserves Statement by way of an adjusting transaction with the capital adjustment account where expenditure has been incurred and the unapplied capital grants account, where expenditure has not been incurred.

Where there are outstanding conditions attached to capital grants and contributions that have not been met by the Balance Sheet date, the grant or the contribution will be recognised as part of capital grants in advance. Once the condition has been met, the grant or contribution will be transferred from capital grants received in advance and recognised as income in the Comprehensive Income and Expenditure Statement.

1.11 Provisions

Provisions are made for liabilities of uncertain timing or amount that have been incurred.

The value of provisions is based upon the Partnership's obligations arising from past events, the probability that a transfer of economic benefit will take place, and a reasonable estimate of the obligation.

1.12 Reserves

Reserves held on the Balance Sheet are classified as either usable or unusable. Unusable reserves cannot be applied to fund expenditure. The Transport Scotland (2019) Act permits the Partnership to operate a usable reserve. In March 2020 a Reserves Policy was approved, permitting the Partnership to hold a general reserve with a minimum value of 5% of annual Core budget. Balances held in excess of 5% require to be reviewed annually in-line with risk/identified commitments. The Partnership also operates a General Fund reserve to manage slippage on approved Project budget delivery.

The Partnership operates the following unusable reserves:

a) **Pension Reserve**

The Partnership operates a Pensions Reserve Fund under the terms of the Local Government Pension Reserve Fund (Scotland) Regulations 2003. The Pension Reserve represents the net monies which the Partnership requires to meet its net pension liability as calculated under IAS 19, Employee Benefits;

b) **Capital Adjustment Account**

The Capital Adjustment Account represents movement in the funding of assets arising either from capital resources such as capital receipts, or capital funded directly from revenue contributions;

c) **Accumulated Absences Account**

This represents the net monies which the Partnership requires to meet its short-term compensated absences for employees under IAS19.

1.13 Financial Instruments

Financial Assets

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

Surplus funds held on behalf of the Partnership are managed by the City of Edinburgh Council under a formal management agreement in a pooled investment arrangement.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES (*continued*)

1.14 Cash and Cash Equivalents

Cash and cash equivalents include:

- Credit and debit funds held in banks

1.15 Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Partnership a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Partnership.

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

1.16 Value Added Tax

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs.

1.17 Events After the Reporting Period

Events after the reporting period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Annual Accounts are authorised for issue.

Two types of events can be identified:

- i) those that provide evidence of conditions that existed at the end of the reporting period - the Annual Accounts are adjusted to reflect such events;
- ii) those that are indicative of conditions that arose after the reporting period - the Annual Accounts are not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Annual Accounts.

1.18 Short Term Debtors and Short Term Creditors

The revenue transactions of the Partnership are recorded on an accruals basis which means that amounts due to or from the Partnership, but still outstanding at the year end, are included in the accounts. Where there was insufficient information available to provide actual figures, estimates have been included.

1.19 Changes in Accounting Policies and Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Partnership's financial position or performance.

Changes in accounting estimates are accounted for prospectively; i.e. in the current and future years affected by the change.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

1.20 Going Concern

It is considered appropriate to adopt a going concern basis for the preparation of the Annual Accounts, given ongoing Regional Transport Partnership grant funding provided by Scottish Ministers under Section 70 of the Transport (Scotland) Act 2001 and constituent councils obligation to meet the net expenses of the Partnership under Section 3 of the Transport (Scotland) Act 2005.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

2. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT NOT YET ADOPTED

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2021/22 Code. For 2021/22 the following accounting policy changes that need to be reported relate to annual improvements to IFRS Standards 2018–2020. The annual IFRS improvement programme notes four changed standards:

- IFRS 1 (First-time adoption) – amendment relates to foreign operations of acquired subsidiaries transitioning to IFRS;
- IAS 37 (Onerous contracts) – clarifies the intention of the standard;
- IFRS 16 (Leases) – amendment removes a misleading example that is not referenced in the Code material;
- IAS 41 (Agriculture) – only expected to apply to local authorities in limited circumstances.

CIPFA/LASAAC does not envisage the changes having a significant effect on local authority financial statements.

- Property, Plant and Equipment: Proceeds before Intended Use (Amendments to IAS 16).

3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Partnership has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements made in the Annual Accounts are:

- There is high degree of uncertainty about future levels of funding for local government. The Partnership has determined that this uncertainty is not yet sufficient to provide an indication that the Partnership's assets might be impaired as a result of a need to reduce service provision;
- Local Government Pension Scheme - Guaranteed minimum pension (GMP). The interim solution to avoid inequalities between men and women's benefits following the introduction of the Single State Pension in 2016 resulted in a recalculation of pension liabilities for the estimated impact of GMP indexation changes. The Partnership's actuary's understanding is that the further Lloyd's ruling is unlikely to have a significant impact on the pension obligations of a typical employer. As the historic individual member data required to assess an impact is not readily available, the Partnership's actuary has not made any allowance for this within the pension liability calculation;
- Local Government Pension Scheme (LGPS) - McCloud judgement. An allowance for the estimated impact of the McCloud judgement was included within the 31 March 2021 valuation position. The impact was calculated based on the eligibility criteria of being included within the proposed solution for the McCloud judgement (i.e. any active member who was a participant in the Fund as at 1 April 2012 will be given the greater of the final salary pension or CARE pension upon retirement). The McCloud allowance is therefore included in the 31 March 2022 pension liability;
- The Goodwin case judgement, in respect of deemed discrimination in spousal transfer on death of a member, may also result in the potential increasing of the pension liabilities. Whilst there is still uncertainty surrounding the potential remedy to the Goodwin judgement, the Partnership's actuary has undertaken analysis to understand the potential impact of implementing a solution to correct the past underpayment of spouses' benefits. The approximate impact of this is very small for a typical Fund (c 0.1-0.2% of obligations). The Partnership's actuary does not believe there are sufficient grounds to apply an additional adjustment to account for this;
- The Walker and O'Brien court cases may impact on future LGPS benefits. The Partnership's actuary understands these are unlikely to be significant judgements in terms of impact on the pension obligations of a typical employer. As a result, and until further guidance is released from the relevant governing bodies in the LGPS, no allowance has been made for the potential remedies for these judgements.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Annual Accounts contains estimated figures that are based on assumptions made by the Partnership about the future or events that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Partnership's Balance Sheet at 31 March 2022 for which there is a significant risk of material adjustment in the forthcoming financial year are:

4.1 Pension Liabilities

Uncertainties

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Partnership with expert advice about the assumptions to be applied.

Effect if Actual Result Differs from Assumptions

Formal actuarial valuations are carried out every three years, where each employer's assets and liabilities are calculated on a detailed basis, using individual member data for cash contribution setting purposes. For LGPS Funds, asset investment returns have been greater than expected compared to last year's accounting date assumption. The net discount rate assumption has increased by more than the increase in the CPI assumption, which has resulted in a gain on the balance sheet position. For a medium duration LGPS employer, this could be of the order of 6-8% of obligations. Using more up-to-date longevity assumption has also led to a small gain on the obligations.

Under accounting guidance, employers are expected to disclose the sensitivity of the valuation to key assumptions. The following table shows the sensitivity of the results to the changes in the assumptions used to measure the scheme liabilities, including approximate percentage changes and monetary values:

	Approximate % increase to Defined Benefit Obligation	Approximate monetary amount (£000)
0.1% decrease in Real Discount Rate	2%	76
1 year increase in member life expectancy	4%	136
0.1% increase in the Salary Increase Rate	0%	2
0.1% increase in the Pension Increase Rate	2%	73

5. EVENTS AFTER THE BALANCE SHEET DATE

The Unaudited Annual Accounts were authorised for issue on 10th June 2022. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provide information about conditions existing at 31st March 2022, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

There were no events which took place after 31st March 2022 which would materially affect the 2021/22 Annual Accounts.

Following the Scottish Local Government Elections on 5th May 2022, Constituent Councils have progressed appointment of their membership to the Partnership. The first meeting of the new Partnership Board is due to take place on 17th June 2022.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

6. EXPENDITURE AND FUNDING ANALYSIS

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources by the Partnership in comparison with those resources consumed or earned by the Partnership in accordance with general accounting practice. It also shows how this expenditure is allocated for decision making purposes between service areas. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement (CIES) (see page 13).

Expenditure and Funding Analysis

	Net Expenditure Chargeable to the General Fund	Adjustments	Net Expenditure in the CIES
2021/22	£'000	£'000	£'000
Core	588	162	750
Projects	356	0	356
Net Cost of Services	944	162	1,106
Other Income and Expenditure			
Government grant	(782)	0	(782)
Constituent council requisitions	(190)	0	(190)
Interest Received	0	0	0
Net pension interest cost	0	21	21
(Surplus) or deficit on the provision of services	(28)	183	155
	Net Expenditure Chargeable to the General Fund	Adjustments	Net Expenditure in the CIES
Re-stated 2020/21	£'000	£'000	£'000
Core	563	115	678
Projects	463	(67)	396
Net Cost of Services	1,026	48	1,074
Other Income and Expenditure			
Government grant	(782)	0	(782)
Constituent council requisitions	(190)	0	(190)
Interest Received	0	0	0
Net pension interest cost	0	15	15
(Surplus) or deficit on the provision of services	54	63	117

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

6. EXPENDITURE AND FUNDING ANALYSIS (*continued*)

Expenditure and Funding Analysis (*continued*)

6.1 Adjustments from the General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts:

	Adjusts. For Capital Purposes £'000	Net Change for Pensions Adjusts. £'000	Other Differences £'000	Total Statutory Adjusts. £'000
2021/22				
Core	84	78	0	162
Projects	0	0	0	0
Net Cost of Services	84	78	0	162
Other Income and Expenditure				
Net pension interest cost	0	21	0	21
(Surplus) or deficit on the provision of services	84	99	0	183
Re-stated 2020/21				
Core	119	(9)	5	115
Projects	(67)	0	0	(67)
Net Cost of Services	52	(9)	5	48
Other Income and Expenditure				
Net pension interest cost	0	15	0	15
(Surplus) or deficit on the provision of services	52	6	5	63

- Adjustments for capital purposes include the removal of depreciation and impairment costs, and the inclusion of capital funded from current revenue.
- Net changes for pensions adjustment relates to the adjustment made for the removal of IAS19 Employee Benefits pension related expenditure and income with the pension contributions.
- Other differences relate to the reversal of the value of entitlement to accrued leave.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

6. EXPENDITURE AND FUNDING ANALYSIS *(continued)*

6.2 Segmental Analysis of Income included in Expenditure and Funding Analysis

	Core £'000	Projects £'000	Total £'000
2021/22			
Expenditure			
Employee expenses	403	0	403
Other service expenses	185	1,335	1,520
Total Expenditure	588	1,335	1,923
Income			
Government grants and other contributions	0	(979)	(979)
Total Income	0	(979)	(979)
Net Cost of Services	588	356	944
Re-stated 2020/21			
Expenditure			
Employee expenses	389	0	389
Other service expenses	180	924	1,104
Total Expenditure	569	924	1,493
Income			
Government grants and other contributions	(6)	(461)	(467)
Total Income	(6)	(461)	(467)
Net Cost of Services	563	463	1,026

6.3 Expenditure and Income Analysed by Nature

The Partnership's expenditure and income, as set out within the Comprehensive Income and Expenditure Statement is analysed as follows:

	31st March 2022 £'000	Re-stated 31st March 2021 £'000
Expenditure		
Employee expenses	481	384
Other service expenses	1,726	1,037
Depreciation, amortisation and impairment	94	119
Interest payments	71	65
Total Expenditure	2,372	1,605
Income		
Fees, charges and other service income	0	(5)
Interest and investment income	(50)	(50)
Income from constituent councils	(190)	(190)
Government grants and other contributions	(1,977)	(1,243)
Total Income	(2,217)	(1,488)
(Surplus) or Deficit on the Provision of Services	155	117

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Partnership in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Partnership to meet future capital and revenue expenditure.

2021/22	Usable Reserves	Unusable Reserves			
	General Fund Balance	Capital Adjustment Account	Accumulated Absence Account	Pension Reserve	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	84	(84)			(84)
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Contributions credited to the CIES that have been applied to capital financing	0	0			0
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	228			(228)	(228)
Employer's pension contributions and direct payments to pensioners payable in the year	(129)			129	129
Adjustments primarily involving the Accumulated Absence Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	0		0		0
Total Adjustments	183	(84)	0	(99)	(183)

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

(continued)

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Partnership in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Partnership to meet future capital and revenue expenditure.

Re-stated 2020/21	Usable Reserves	Unusable Reserves			
	General Fund Balance	Capital Adjustment Account	Accumulated Absence Account	Pension Reserve	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	119	(119)			(119)
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Contributions credited to the CIES that have been applied to capital financing	(67)	67			67
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	136			(136)	(136)
Employer's pension contributions and direct payments to pensioners payable in the year	(130)			130	130
Adjustments primarily involving the Accumulated Absence Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	4		(4)		(4)
Total Adjustments	62	(52)	(4)	(6)	(62)

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

8. TRANSFERS TO/FROM EARMARKED RESERVES

In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy. An earmarked balance will be established to meet slippage on project delivery from 2021/22 to 2022/23.

9. FINANCING AND INVESTMENT INCOME

	2021/22 £'000	2020/21 £'000
Interest income on plan assets	(50)	(50)
Interest Received	0	0
Pensions interest cost	71	65
	<hr/> 21	<hr/> 15

10. TAXATION AND NON SPECIFIC GRANT INCOME

	2021/22 £'000	2020/21 £'000
Government Grant	(782)	(782)
Constituent Council Requisitions	(190)	(190)
	<hr/> (972)	<hr/> (972)

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

11. PROPERTY, PLANT AND EQUIPMENT

11.1 Movements on balances:

Movements in 2021/22	Vehicles Plant and Equipment £'000	Assets Under Construction £'000	Total Property Plant and Equipment £'000
Cost or Valuation			
At 1st April 2021	787	137	924
Additions	10	0	10
Transfers	88	(88)	0
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	0	(21)	(21)
At 31st March 2022	885	28	913
Accumulated Depreciation			
At 1st April 2021	(667)	0	(667)
Depreciation charge	(73)	0	(73)
Depreciation written out to the Surplus/Deficit on the Provision of Services	0	0	0
At 31st March 2022	(740)	0	(740)
Net Book Value			
At 31st March 2022	145	28	173

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

11. PROPERTY, PLANT AND EQUIPMENT *(continued)*

11.2 Movements on balances:

Comparative Movements in 2020/21

Cost or Valuation	Vehicles Plant and Equipment £'000	Re-stated Assets Under Construction £'000	Total Property Plant and Equipment £'000
At 1st April 2020	791	70	861
Additions	0	113	113
Transfers to other bodies		(46)	(46)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(4)	0	(4)
At 31st March 2021	787	137	924
Accumulated Depreciation			
At 1st April 2020	(552)	0	(552)
Depreciation charge	(119)	0	(119)
Depreciation written out to the Surplus/Deficit on the Provision of Services	4	0	4
At 31st March 2021	(667)	0	(667)
Net Book Value			
At 31st March 2021	120	137	257

11.3 Depreciation

The following useful lives have been used in the calculation of depreciation:

- Vehicles, plant and equipment: 4 - 5 years

The Partnership provides depreciation on its Property, Plant and Equipment from the month when it comes into use.

11.4 Capital Commitments

As at 31st March 2022, the Partnership has committed to purchase two wayfinding panels at a cost of £20,000.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

12. FINANCIAL INSTRUMENTS

12.1 Financial Instruments - Classifications

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to government grants, do not give rise to financial instruments.

Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Partnership and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Partnership.

The Partnership's financial liabilities held during the year comprised:

- Trade payables for goods and services received.

Financial Assets

A financial asset is a right to future economic benefits controlled by the Partnership that is represented by cash, equity instruments or a contractual right to receive cash or other financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Partnership.

The Partnership's financial assets held during the year comprised:

- Cash in hand;
- Cash and cash equivalents (Loans and receivables). The Partnership maintains its funds as part of the City of Edinburgh Council's group of bank accounts. Any cash balance is effectively lent to the Council, but is offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Partnership. Interest is given on month end net indebtedness balances between the Council;
- Trade receivables for goods and services provided.

12.2 Financial Instruments - Balances

The financial liabilities disclosed in the Balance Sheet are analysed across the following categories

	Current	
	31st March 2022 £'000	31st March 2021 £'000
Trade creditors	718	633

The financial assets disclosed in the Balance Sheet are analysed across the following categories:

	Current	
	31st March 2022 £'000	31st March 2021 £'000
Loans and receivables	529	618
Trade debtors	287	193
	816	811

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

12. FINANCIAL INSTRUMENTS *(continued)*

12.3 Financial Instruments - Fair Values

The financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Since all of the Partnership's loans and receivables mature within the next 12 months, the carrying amount has been assumed to approximate to fair value. The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

Financial Liabilities	31 March 2022		31 March 2021	
	Carrying	Fair	Carrying	Fair
	Amount	Value	Amount	Value
	£'000	£'000	£'000	£'000
Trade creditors	718	718	633	633
Financial Assets	31 March 2022		31 March 2021	
	Carrying	Fair	Carrying	Fair
	Amount	Value	Amount	Value
	£'000	£'000	£'000	£'000
Loans and receivables	529	529	618	618
Trade debtors	287	287	193	193
	<u>816</u>	<u>816</u>	<u>811</u>	<u>811</u>

12.4 Income, Expenses, Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are made up as follows:

	31st March 2022 £'000	31st March 2021 £'000
Total expense and income in Surplus or Deficit on the Provision of Services:		
Interest Income	0	0

13. DEBTORS

	31st March 2022 £'000	31st March 2021 £'000
Debtors:		
Central government bodies	315	367
Other local authorities	254	61
HM Customs and Excise - VAT	20	43
Other entities and individuals	251	183
	<u>840</u>	<u>654</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

14. PROVISION FOR BAD DEBTS

	31st March 2022 £'000	31st March 2021 £'000
Cost or Valuation		
Opening Balance	0	0
Provision made during year	0	0
Unused amounts reversed during the year	0	0
Closing Balance	0	0

15. CASH AND CASH EQUIVALENTS

The balance of cash and cash equivalents is made up of the following elements:

	31st March 2022 £'000	31st March 2021 £'000
Bank account	95	320
	95	320

16. CREDITORS

	31st March 2022 £'000	31st March 2021 £'000
Central government bodies	0	0
Other local authorities	(29)	(56)
Other entities and individuals	(694)	(634)
Employee costs	(24)	(14)
	(747)	(704)

17. USABLE RESERVES

	31st March 2022 £'000	31st March 2021 £'000
17.1 Unallocated General Fund Reserve	104	29
17.2 Earmarked Balance - Project Budget slippage	58	105
	161	134

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

18. UNUSABLE RESERVES

	31st March 2022 £'000	Re-stated 31st March 2021 £'000
18.1 Capital Adjustment Account	173	257
18.2 Pension Reserve	(580)	(990)
18.3 Accumulated Absence Account	(14)	(14)
	<u>(420)</u>	<u>(747)</u>

18.1 Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Partnership as finance for the costs of acquisition, construction and enhancement.

	2021/22 £'000	Re-stated 2020/21 £'000
Balance at 1st April	257	309
Reversal of items related to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
• Charges for depreciation and impairment of non-current assets	(73)	(119)
• Charges for revaluation of non-current assets	(21)	0
	<u>163</u>	<u>190</u>
Net written out amount of the cost of non-current assets consumed in year		
Capital financing applied in the year:		
• Contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	10	67
	<u>173</u>	<u>257</u>
Balance at 31st March		

18.2 Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Partnership accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Partnership makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Partnership has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

18. UNUSABLE RESERVES *(continued)*

18.2 Pension Reserve *(continued)*

	2021/22 £'000	2020/21 £'000
Balance at 1st April	(990)	(661)
Remeasurements of the net defined benefit liability	509	(323)
Reversals of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.	(228)	(136)
Employer's pension contributions and direct payments to pensioners payable in the year.	129	130
Balance at 31st March	<u>(580)</u>	<u>(990)</u>

18.3 Accumulated Absence Account

The Accumulated Absence Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, for example, annual leave entitlement carried forward at 31st March. Statutory arrangements require that the impact on the General Fund balance is neutralised by transfers to or from the Account.

	2021/22 £'000	2020/21 £'000
Balance at 1st April	(14)	(10)
Settlement or cancellation of accrual made at the end of the preceding year	14	10
Amounts accrued at the end of the current year	(14)	(14)
Balance at 31st March	<u>(14)</u>	<u>(14)</u>

19. MEMBERS EXPENSES

The Partnership paid the following amounts to members during the year:

	2021/22 £'000	2020/21 £'000
Expenses	0	0
	<u>0</u>	<u>0</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

20. EXTERNAL AUDIT COSTS

The Partnership has incurred the following costs in relation to the audit of the Annual Accounts by the Partnership's external auditors:

	2021/22	2020/21
	£'000	£'000
Fees payable in respect of:		
• external audit services carried out by the appointed auditor for the year	11	10
	<u>11</u>	<u>10</u>

21. GRANT INCOME

The Partnership credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement:

	2021/22	2020/21
	£'000	£'000
Credited to Taxation and Non Specific Grant Income		
Scottish Government - Revenue Grant	(782)	(782)
Constituent Council Requisitions (Note 22.3)	(190)	(190)
	<u>(972)</u>	<u>(972)</u>
Credited to Services		
EU Grant - Bling	(17)	(22)
EU Grant - Connect	(14)	(10)
EU Grant - Primaas	(33)	(28)
EU Grant - Regio Mob	(6)	(6)
EU Grant - Sharenorth	(42)	(13)
EU Grant - Surflogh	(34)	(10)
Contribution - City of Edinburgh Council	(2)	(2)
Contribution - Clackmannanshire Council	(3)	(6)
Contribution - East Lothian Council	(6)	(2)
Contribution - Falkirk Council	(4)	0
Contribution - Fife Council	(143)	(2)
Contribution - First Bus Scotland	(5)	0
Contribution - Inclusion Scotland	0	(5)
Contribution - Midlothian Council	(9)	0
Contribution - Paths for All	(25)	0
Contribution - Scotrail	3	(4)
Contribution - Scottish Borders Council	(69)	(2)
Contribution - Scottish Enterprise	(110)	0
Contribution - Stirling Communication Centre	(2)	0
Contribution - Transport Scotland	(484)	(317)
Contribution - West Lothian Council	(10)	(40)
Contribution - HITRANS	(4)	(4)
Contribution - NESTRANS	(5)	(6)
Contribution - SPT	(4)	(9)
Contribution - SUSTRANS	(159)	(15)
Contribution - SWESTRANS	(2)	(3)
Contribution - TACTRAN	(5)	(6)
Contribution - ZETRANS	(1)	(1)
	<u>(1,195)</u>	<u>(513)</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

22. RELATED PARTIES

The Partnership is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the Partnership or to be controlled or influenced by the Partnership. Disclosure of these transactions allows readers to assess the extent to which the Partnership might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Partnership.

22.1 Scottish Government

The Partnership receives grant-in-aid revenue funding through the Scottish Government. Grants received from the Scottish Government are set out in the subjective analysis in Note 21.

22.2 Members

Members of the Partnership have direct control over the Partnership's financial and operating policies. The total of members' expenses paid by the Partnership in 2021-22 is shown in Note 19.

22.3 Other Parties

During the year, the Partnership entered into the following transactions with related parties:

	2021/22 £'000	2020/21 £'000
• Revenue Expenditure - Support Services		
City of Edinburgh Council - Financial and Clerking Services	42	43
Falkirk Council - HR Services	0	0
	<hr/> 42	<hr/> 43
• Revenue Expenditure - Other		
East Lothian Council	30	0
Edinburgh & Lothians Greenspace Trust	20	15
Midlothian Council	0	6
NHS Lothian	43	0
Scottish Government	15	79
West Lothian Council	14	0
	<hr/> 122	<hr/> 100

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

22. RELATED PARTIES *(continued)*

22.3 Other Parties *(continued)*

	2021/22 £'000	2020/21 £'000
• Revenue Income - Requisitions		
Clackmannanshire Council	(6)	(6)
East Lothian Council	(13)	(13)
City of Edinburgh Council	(61)	(61)
Falkirk Council	(19)	(19)
Fife Council	(44)	(44)
Midlothian Council	(11)	(11)
Scottish Borders Council	(14)	(14)
West Lothian Council	(22)	(22)
	<hr/> (190) <hr/>	<hr/> (190) <hr/>
• Revenue Income - Interest on Revenue Balances		
City of Edinburgh Council	0	0
	<hr/> 0 <hr/>	<hr/> 0 <hr/>
• Revenue Income - Other		
City of Edinburgh Council	(2)	(2)
Clackmannanshire Council	(3)	0
East Lothian Council	(6)	(2)
Falkirk Council	(4)	0
Fife Council	(2)	(2)
Midlothian Council	(9)	0
Scottish Borders Council	(3)	(2)
Scottish Enterprise	(110)	0
Transport Scotland	(484)	(317)
West Lothian Council	(1)	0
	<hr/> (624) <hr/>	<hr/> (325) <hr/>
• Revenue Income - Agency Income		
Fife Council	(141)	(6)
Scottish Borders Council	(66)	0
West Lothian Council	(9)	(40)
	<hr/> (216) <hr/>	<hr/> (46) <hr/>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

22. RELATED PARTIES *(continued)*

22.3 Other Parties *(continued)*

The following represents amounts due to/(from) the Partnership at 31 March 2022, with its related parties.

CREDITORS	2021/22 £'000	2020/21 £'000
• Creditors - Related Parties (Revenue Grants)		
East Lothian Council	(28)	0
Scottish Enterprise	(40)	(150)
West Lothian Council	0	(56)
	<u>(68)</u>	<u>(206)</u>
• Creditors - Related Parties (Other)		
City of Edinburgh Council	(1)	0
Edinburgh & Lothians Greenspace Trust	0	(15)
Falkirk Council	0	0
	<u>(1)</u>	<u>(15)</u>
• Creditors - Other Parties	<u>(718)</u>	<u>(633)</u>
Total Creditors	<u>(787)</u>	<u>(854)</u>
DEBTORS		
• Debtors - Related Parties (Revenue Grants/ Other)		
Clackmannanshire Council	1	6
East Lothian Council	(12)	2
Fife Council	169	2
Scottish Borders Council	84	2
Scottish Enterprise	0	150
Transport Scotland	315	216
West Lothian Council	11	50
	<u>568</u>	<u>428</u>
• Debtors - Other Parties	<u>272</u>	<u>226</u>
Total Debtors	<u>840</u>	<u>654</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

23. LEASES

Operating Leases

From 8th February 2016 the Partnership took occupancy of Area 3D (Bridge) in Victoria Quay, Edinburgh under the terms of a Memorandum of Terms of Occupation (MOTO) with the Scottish Government, which forms part of the Civil Estates Occupancy Agreement (CEOA).

The Partnership signed a new MOTO and is permitted to occupy the space from 8th February 2019 to 7th February 2022 (the Prescribed Term) and so on until ended by either party giving notice under the terms of the CEOA. Both parties will, upon provision of not less than 1 year's prior written notice, have the ability to break this agreement.

The Partnership currently has a contract with O2 to lease ten Apple iPhones for staff use. The minimum term for this contract is 24 months before the Partnership has the option to terminate the lease under no penalty. This contract expires in February 2024.

The Partnership currently has a contract with Ricoh UK Ltd to lease an office printer. The minimum term for this contract is 36 months before the Partnership has the option to terminate the lease under no penalty. This contract expires in August 2022.

The Partnership's expenditure on lease payments during 2021/22 was £17,000 (2020/21 £19,000)

The minimum lease payments due under non-cancellable leases in future years are:

	2021/22 £'000	2020/21 £'000
• Not later than 1 year	21	18
• Over 1 year	4	0
	<hr/> 25	<hr/> 18

The Partnership has no other material operational leases.

24. DEFINED BENEFIT PENSION SCHEMES

24.1 Participation in Pension Schemes

As part of the terms and conditions of employment of its staff, the Partnership makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until the employees retire, the Partnership has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement. As explained in Accounting Policy 1.8, the Partnership is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by the Lothian Pension Fund.

The Partnership participates in:

- A funded defined benefit final salary scheme. This means that the Partnership and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.
- An arrangement for the award of discretionary post retirement benefits upon early retirement - this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pensions payments as they eventually fall due.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.2 Transactions Relating to Post-employment Benefits

The Partnership recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	2021/22 £000	2021/22 £000	2020/21 £000	2020/21 £000
Comprehensive Income and Expenditure Statement				
<i>Cost of services:</i>				
Service cost, comprising:				
Current service costs	207		121	
Past service costs	<u>0</u>		<u>0</u>	
		207		121
<i>Financing and investment income:</i>				
Net interest expense		<u>21</u>		<u>15</u>
Total post employee benefit charged to the surplus on the provision of services		228		136
<i>Other post-employment benefits charges to the Comprehensive Income / Expenditure Statement</i>				
Remeasurement of the net defined liability, comprising:				
Return on plan assets, excluding the amount included in the net interest expense above	(222)		(308)	
Actuarial gains and (losses) arising on changes in financial assumptions	(277)		775	
Actuarial gains and (losses) arising on changes in demographic assumptions	(18)		(99)	
Other experience	<u>8</u>		<u>(45)</u>	
		<u>(509)</u>		<u>323</u>
Total post-employment benefits charged to the Comprehensive Income / Expenditure Statement		<u>(281)</u>		<u>459</u>
Movement in Reserves Statement				
Reversal of net charges made to the surplus on the provision of services for post-employment benefits in accordance with the Code.		<u>99</u>		<u>6</u>
Actual amount charged against the General Fund Balance for pensions in the year:				
Employer's contributions payable to the scheme		129		130
		<u>129</u>		<u>130</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.3 Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council's obligations in respect of its defined benefit plan is as follows:

	2021/22 £'000	2020/21 £'000
Fair value of employer assets	2,821	2,463
Present value of funded liabilities	(3,401)	(3,453)
Present value of unfunded liabilities	0	0
Net liability arising from defined benefit obligation	(580)	(990)

24.4 Reconciliation of the Movements in the Fair Value of Scheme Assets

	2021/22 £'000	2020/21 £'000
Opening fair value of scheme assets	2,463	2,149
Interest income	50	50
Remeasurement gain / (loss):		
Other Experience		(129)
Return on plan assets, excluding the amount included in the net interest expense	222	308
Contributions from employer	129	130
Contributions from employees into the scheme	29	26
Benefits paid	(72)	(71)
Unfunded benefits paid	0	0
Closing fair value of scheme assets	2,821	2,463

Reconciliation of Present Value of the Scheme Liabilities

	2021/22 £'000	2020/21 £'000
Present value of funded liabilities	(3,453)	(2,810)
Present value of unfunded liabilities	0	0
Opening balance at 1st April	(3,453)	(2,810)
Current service cost	(207)	(121)
Interest cost	(71)	(65)
Contributions from employees into the scheme	(29)	(26)
Remeasurement gain / (loss):		
Change in demographic assumptions	18	99
Change in financial assumptions	277	(775)
Other experience	(8)	174
Past service cost	0	0
Benefits paid	72	71
Unfunded benefits paid	0	0
Closing balance at 31st March	(3,401)	(3,453)

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.5 Fair Value of Employer Assets

The following asset values are at bid value as required under IAS19.

	2021/22		2020/21	
	£'000	%	£'000	%
Equity Securities:				
Consumer *	347	12	320	13
Manufacturing *	373	13	355	14
Energy and Utilities *	156	6	125	5
Financial Institutions *	163	6	151	6
Health and Care *	195	7	154	6
Information technology *	128	5	117	5
Other *	210	7	196	8
Sub-total Equity Securities	1,573		1,418	
Debt Securities:				
Corporate Bonds (investment grade)		0	84	3
UK Government *	246	9	198	8
Other *	53	2	0	
Sub-total Debt Securities	299		282	
Private Equity:				
All *	0		0	0
All	13	0	15	1
Sub-total Private Equity	13		15	
Real Estate:				
UK Property *	26	1	0	0
UK Property	123	4	128	5
Overseas Property	1	0	0	0
Sub-total Real Estate	150		128	
Investment Funds and Unit Trusts:				
Equities *	49	2	35	1
Equities	2	0	0	
Bonds *	53	2	51	2
Bonds	79	3	0	0
Infrastructure	286	10	282	11
Sub-total Investment Funds and Unit Trusts	469		368	
Derivatives:				
Foreign Exchange *	0	0	0	0
Sub-total Derivatives	0		0	
Cash and Cash Equivalents				
All *	317	11	252	10
Sub-total Cash and Cash Equivalents	317		252	
Total Fair Value of Employer Assets	2,821		2,463	

Scheme assets marked with an asterisk () have quoted prices in active markets.*

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.6 Basis for Estimating Assets and Liabilities

Hymans Robertson, the independent actuaries to Lothian Pension Fund, have advised that the financial assumptions used to calculate the components of the pension expense for the year ended 31 March 2022 were those from the beginning of the year (i.e. 31 March 2021) and have not been changed during the year.

The principal assumptions used by the actuary in the calculations are:

Investment returns

- Total returns for the period from 1 April 2021 to 31 March 2022 10.8%

	2021/22	2020/21
Mortality assumptions - longevity at 65 for current pensioners:		
• Males	20.3 years	20.5 years
• Females	23.1 years	23.3 years
Mortality assumptions - longevity at 65 for future pensioners:		
• Males	21.6 years	21.9 years
• Females	25.0 years	25.2 years
Pension increase rate	3.20%	2.85%
Salary increase rate (see below)	3.70%	3.35%
Discount rate	2.70%	2.00%

Estimation of defined benefit obligations is sensitive to the actuarial assumptions set out above. In order to quantify the impact of a change in the financial assumptions used, the Actuary has calculated and compared the value of the scheme liabilities as at 31 March 2022 on varying bases. The approach taken by the Actuary is consistent with that adopted to derive the IAS19 figures.

The principal demographic assumption is the longevity assumption (i.e. member life expectancy). For sensitivity purposes, the Fund's Actuary has estimated that a one year increase in life expectancy would approximately increase the Employer's Defined Benefit Obligation by around 3-5%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption (i.e. if improvements to survival rates predominantly apply at younger or older ages).

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.7 Analysis of projected amount to be charged to profit or loss for the period to 31 March 2023

	Assets £000	Obligations £000	Net (liability) / asset £000	% of pay
Projected current service cost	0	(183)	(183)	(46.9%)
Past service cost including curtailments	0	0	0	0.0%
Effect of settlements	0	0	0	0.0%
Total Service Cost	0	(183)	(183)	(46.9%)
Interest income on plan assets	77	0	77	19.7%
Interest cost on defined benefit obligation	0	(94)	(94)	(24.1%)
Total Net Interest Cost	77	(94)	(17)	(4.4%)
Total included in Profit or Loss	77	(277)	(200)	(51.3%)

The Partnership's estimated contribution to Lothian Pension Fund for 2022/23 is £129,000.

25. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

The Partnership's activities expose it to a variety of financial risks:

- Credit risk - the possibility that other parties might fail to pay amounts due to the Partnership;
- Liquidity risk - the possibility that the Partnership might not have funds available to meet its commitments to make payments;
- Re-financing risk - the possibility that the Partnership might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms;
- Market risk - the possibility that financial loss might arise for the Partnership as a result of changes in such measures as interest rate movements;
- Price risk - the possibility that fluctuations in equity prices has a significant impact on the value of financial instruments held by the Partnership;
- Foreign exchange risk - the possibility that fluctuations in exchange rates could result in loss to the Partnership.

Treasury Management is carried out on the Partnership's behalf by the City of Edinburgh Council. The Council's overall risk management procedures focus on the unpredictability of financial markets and implementing restrictions to minimise these risks. The Council complies with the CIPFA Prudential Code and has adopted the CIPFA Treasury Management in the Public Services Code of Practice.

Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Partnership's customers.

The Partnership's surplus funds not immediately required to meet expenditure commitments are held with the City of Edinburgh Council, and the Partnership receives interest on revenue balances on these monies. As the Partnership's surplus funds are held with the City of Edinburgh Council, the counterparty default exposure is effectively nil.

All Partnership invoices become due for payment on issue, and all trade debtors are overdue less than a month. Collateral - During the reporting period the Partnership held no collateral as security.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

25. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS *(continued)*

Liquidity risk

The Partnership is required by statute to provide a balanced budget, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. The arrangement with the City of Edinburgh Council ensures sufficient liquidity is available for the Partnership's day to day cash flow needs.

The Council manages the Partnership's liquidity position through the risk management procedures above as well as through cash flow management procedures required by the Code of Practice.

Refinancing risk

The Partnership has only a small level of surplus funds and no long term debt. The refinancing risk to the Partnership relates to managing the exposure to replacing financial instruments as they mature.

As such, the Partnership has no refinancing risk on its liabilities.

The Partnership has no investments with a maturity greater than one year.

Market risk

Interest rate risk

The Partnership is exposed to interest rate movements on its investments. Movements in interest rates have a complex impact on an organisation, depending on how variable and fixed interest rates move across differing financial instrument periods.

For instance, a rise in variable and fixed interest rates would have the following effects:

- borrowings at variable rates - the interest expense charged to the Surplus or Deficit on the Provision of Services will rise;
- borrowings at fixed rates - the fair value of the liabilities borrowings will fall;
- investments at variable rates - the interest income credited to the Surplus or Deficit on the Provision of Services will rise; and
- investments at fixed rates - the fair value of the assets will fall.

The Partnership currently has no borrowings. Changes in interest receivable on variable rate investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance.

However, all investments currently have a maturity of less than one year and the fair value has therefore been approximated by the outstanding principal.

The Partnership's surplus funds are held with the City of Edinburgh Council.

The Council's Treasury Management Team continue to monitor market and forecast interest rates during the year and adjust investment policies accordingly.

Price risk

The Partnership does not invest in equity shares.

Foreign Exchange risk

As at 31 March 2022, the Partnership had financial assets of £119,000 subject to foreign exchange risk.

The foreign exchange loss or gain on these financial assets cannot be determined until 2022/23, when the Partnership is in receipt of the related grant income from the European Regional Development Fund.

The Partnership has no financial liabilities denominated in foreign currencies.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

26. PRIOR YEAR RESTATEMENT

In 2020/21, the Partnership purchased bus passenger transport equipment on behalf of two constituent councils, using the Partnership's existing Framework contract for bus passenger equipment. The value of the equipment was £46,000. As the equipment was awaiting deployment at 31st March 2021, the equipment was accounted for as Property, Plant and Equipment - Assets Under Construction. During 2021/22, it was established that ownership of the assets was vested with the two constituent councils, with full recovery of cost by the Partnership.

A prior year restatement of £46,000 has been made to Property, Plant and Equipment - Assets Under Construction. A corresponding adjustment was made to the deficit on provision of services in the Comprehensive Income and Expenditure Statement. The adjustments are shown in the table below.

	Annual Accounts 2020/21	Property, Plant and Equipment Restatement	Restated Balance 2020/21
Movement on Reserves Statement	£'000	£'000	£'000
General Fund -Unusable Reserve at 31 March 2021	(701)	(46)	(747)
Comprehensive Income and Expenditure Statement			
(Surplus) or deficit on provision of services	71	46	117
Balance Sheet			
Property, Plant and Equipment as at 31 March 2021	303	(46)	257
Unusable Reserve at 31 March 2021	(701)	(46)	(747)

The South East of Scotland Transport Partnership (SESTRAN)

INDEPENDENT AUDITOR'S REPORT

Independent auditor's report to the members of The South East of Scotland Transport Partnership and the Accounts Commission

Report on the audit of the financial statements

Opinion on financial statements

We certify that we have audited the financial statements in the annual accounts of The South East of Scotland Transport Partnership for the year ended 31 March 2022 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards, as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 (the 2021/22 Code).

In our opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2021/22 Code of the state of affairs of the body as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards, as interpreted and adapted by the 2021/22 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

Basis of opinion

We conducted our audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We were appointed by the Accounts Commission on 31 May 2016. The period of total uninterrupted appointment is 6 years. We are independent of the body in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the body. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern basis of accounting

We have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

These conclusions are not intended to, nor do they, provide assurance on the body's current or future financial sustainability. However, we report on the body's arrangements for financial sustainability in a separate Annual Audit Report available from the Audit Scotland website

Risks of material misstatement

We report in a separate Annual Audit Report, available from the Audit Scotland website, the most significant assessed risks of material misstatement that we identified and our judgements thereon.

Responsibilities of the Treasurer and Partnership for the financial statements

As explained more fully in the Statement of Responsibilities, the Treasurer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Treasurer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The South East of Scotland Transport Partnership (SESTRAN)

INDEPENDENT AUDITOR'S REPORT (Contd.)

Responsibilities of the Treasurer and Partnership for the financial statements (Contd.)

In preparing the financial statements, the Treasurer is responsible for assessing the body's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless there is an intention to discontinue the body's operations.

The Partnership is responsible for overseeing the financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- obtaining an understanding of the applicable legal and regulatory framework and how the body is complying with that framework;
- identifying which laws and regulations are significant in the context of the body;
- assessing the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which our procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the body's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Reporting on other requirements

Opinion prescribed by the Accounts Commission on the audited part of the Remuneration Report

We have audited the part of the Remuneration Report described as audited. In our opinion, the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

Other information

The Treasurer is responsible for other information in the annual accounts. The other information comprises the Management Commentary, Annual Governance Statement, Statement of Responsibilities and the unaudited part of the Remuneration Report.

Our responsibility is to read all the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

The South East of Scotland Transport Partnership (SESTRAN)

INDEPENDENT AUDITOR'S REPORT (Contd.)

Other information (Contd.)

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon except on the Management Commentary and Annual Governance Statement to the extent explicitly stated in the following opinions prescribed by the Accounts Commission.

Opinions prescribed by the Accounts Commission on Management Commentary and Annual Governance Statement

In our opinion, based on the work undertaken in the course of the audit

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and
- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

Matters on which we are required to report by exception

We are required by the Accounts Commission to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Conclusions on wider scope responsibilities

In addition to our responsibilities for the annual accounts, our conclusions on the wider scope responsibilities specified in the Code of Audit Practice, including those in respect of Best Value, are set out in our Annual Audit Report.

Use of our report

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties

Karen Jones (for and on behalf of Azets Audit Services)

Exchange Place 3
Semple Street
Edinburgh
EH3 8BL

Date: _____

Finance Officer's Report

1. Introduction

- 1.1** This report presents the first update on the financial performance of the Partnership's Core and Projects budgets for 2022/23, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of August 2022.
- 1.2** The Partnership's Core and Projects budgets for 2022/23 were approved by the Partnership on 18th March 2022.

2. Core Budget

- 2.1** The Core budget provides for the day-to-day running costs of the Partnership and includes employee costs, premises costs and supplies and services. The approved Core budget is £619,000. Details of the Core budget is provided in Appendix 1.
- 2.2** Cumulative expenditure for the five months to 31st August 2022 was £255,000. This is within the Core budget resources available for the period.
- 2.3** Estimates have been updated to reflect current expenditure commitments. The forecast has also been updated to reflect the potential cost to the Partnership of the recent COSLA pay offer to Local Government employees.
- 2.4** It is currently projected that expenditure for the year will break-even against budget. An employee cost budget pressure of £2,000 and a supplies and services budget pressure of £3,000 are forecast to be offset by an underspend on staff travel.

Projects Budget

- 2.5** The approved Projects budget is detailed in Appendix 2.
- 2.6** The Partnership carried forward an earmarked balance of £0.058m, reflecting expenditure slippage on projects in 2021/22.
- 2.7** Following establishment of the 2021/22 outturn, a review and re-alignment has been undertaken of the Projects budget to reflect current and planned activity.
- 2.8** Net expenditure on projects in 2022/23 is forecast to be within the approved budget for 2022/23. This forecast is based on a full spend of project slippage balances brought forward from 2021/22.

- 2.9** Expenditure on both the core and projects budgets will be subject of ongoing review for the remainder of 2022/23. The Partnership's Reserves Policy will be applied when reviewing the year-end outturn.

Cash Flow

- 2.10** The Partnership maintains its bank account as part of the City of Edinburgh Council's group of bank accounts. Cash balances are managed by the Council and are offset by expenditure incurred by the City of Edinburgh Council on behalf of the Partnership.

An update of month-end balances is shown in the following table:

Date	Balance due to SEStran(+ve) /due by SEStran (-ve)
	£
30 April 2022	-431,862
31 May 2022	-37,157
30 June 2022	+187,681
31 July 2022	+68,265
31 August 2022	+75,128

- 2.11** Interest is charged/paid on the month end net indebtedness balances between the Council and the Partnership. Interest will be calculated in March 2023.
- 2.12** The positive cash balance at 31st August 2022 is mainly attributable to funding received from Scottish Government grant and Council requisitions.

Reserves

- 2.13** The Board's Reserves Policy recommends establishment of an unallocated General Fund Reserve based on a minimum value of 5% of the Partnership's core revenue budget. Currently, the Partnership has an unallocated General Fund Reserve of £29,000. 5% of the core budget for 2022/23 is £31,000.
- 2.14** The report 'Audited Annual Accounts 2021/22' elsewhere on this agenda notes the 2021/22 core budget outturn underspend of £75,000. It is recommended that £2,000 of the 2021/22 core budget underspend be allocated to increase the unallocated General Fund Reserve to £31,000, with the remaining underspend of £73,000 allocated to:
- 2.14.1** meeting proposed costs of further studies, monitoring and development of activities ensuing from the Regional Transport Strategy - £25,000;
- 2.14.2** further distribution of the SEStran regional Real Time Passenger Information (RTPI) facilities - £38,000 and

2.14.3 £10,000 to Sustainable Travel projects.

2.15 The Reserves Policy recommends that where slippage occurs on approved revenue projects, the balance of slippage is retained as an earmarked balance. £58,000 of project slippage has been carried forward from 2022/23, to reflect the Policy.

2.16 An update of Financial Risks, mitigation and controls for 2022/23 is included at Appendix 3.

3 Recommendations

It is recommended that the Partnership:

3.1 notes the forecast break-even on the Core revenue budget;

3.2 notes the forecast break-even on the Projects revenue budget;

3.3 approves £2,000 of the 2021/22 core budget underspend be allocated to increase the unallocated General Fund Reserve to £31,000;

3.4 approves the remaining balance of the 2021/22 underspend of £73,000 be allocated to:

3.4.1 meeting proposed costs of further studies, monitoring and development of activities ensuing from the Regional Transport Strategy - £25,000;

3.4.2 further distribution of the SEStran regional Real Time Passenger Information (RTPI) facilities - £38,000 and

3.4.3 £10,000 to Sustainable Travel projects.

Hugh Dunn

Treasurer

15th September 2022

Appendix

Appendix 1 - Core Budget Statement at 31st August 2022

Appendix 2 - Projects Budget as at 31st August 2022

Appendix 3 - Financial Risks 2022/23

Contact

iaian.shaw@edinburgh.gov.uk

Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	There are no financial implications arising as a result of this report.
Equalities Implications	There are no equality implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
Employee Costs					
Salaries	408	170	159	409	1
National Insurance	50	21	19	48	(2)
Pension Fund	144	60	42	144	0
Recharges – EU Projects	(172)	(86)	(86)	(168)	4
Recharges – Cycling Officer	(20)	0	0	(20)	0
Training & Conferences	10	4	0	5	(5)
Interviews & Advertising	2	1	6	6	4
	422	170	140	424	2
Premises Costs					
Office Accommodation	17	13	0	17	0
Transport					
Staff Travel	8	3	0	3	(5)
Supplies and Services					
Communications & Computing	48	21	34	50	2
Hosted Service - Novus FX	46	46	55	51	5
Printing, Stationery & General Office Supplies	7	3	0	4	(3)
Insurance	6	0	0	6	0
Equipment, Furniture & Materials, Miscellaneous	4	1	1	3	(1)
	111	71	90	114	3
Support Services					
Finance	30	0	28	30	0
Legal Services / HR	7	0	0	7	0
	37	0	28	37	0
Corporate & Democratic					
Clerks Fees	12	0	0	12	0
External Audit Fees	11	0	(3)	11	0
Members Allowances and Expenses	1	0	0	1	0
	24	0	(3)	24	0
Total Expenditure	619	257	255	619	0
Funding:					
Scottish Government Grant	(429)	(226)	(226)	(429)	0
Council Requisitions	(190)	(190)	(168)	(190)	0
Total Funding	(619)	(416)	(394)	(619)	0
Net Expenditure/ (Income)	0	(159)	(139)	0	0

Projects Budget 2022/23 - as at 31st August 2022

Item A4(b) Appendix 2

	Approved Budget	Balance from 21/22	EU /Other Grant	Budget Realign ment	Net Expenditure Budget	Annual Forecast	Forecast Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
EU Projects							
Share-North	36	(22)	(18)	10	6	6	0
Surflogh	99	(23)	(50)	23	49	49	0
Bling	66	(5)	(33)	12	40	40	0
Primaas	59	5	(50)	(9)	5	5	0
Connect	68	7	(34)	(7)	34	34	0
Regio-Mob	30	(1)	(25)	(2)	2	2	0
Total EU Projects	358	(39)	(210)	27	136	136	0
RTPI	25	(8)	(20)	8	5	5	0
Active Travel Fund	200	0	(200)		0	0	0
Regional Transport Strategy	60	32	0		92	92	0
Sustainable Travel	63	49	0	(63)	49	49	0
GO e-Bike	10	36	0	(25)	21	21	0
Urban Cycle Networks	121	(6)	(100)	25	40	41	1
Projects Consultancy Support	30	(14)	0	24	40	40	0
Equalities Action Forum	10	3	0	(2)	11	10	(1)
Thistle Assistance	30	5	(24)	6	17	17	0
Mobility as a Service	0	0	0		0	0	0
Bus Partnership Development	0	0	0		0	0	0
Total	907	58	(554)	0	411	411	0

Financial Risks 2022/23

Item A4(b) Appendix 3

Risk Description	Mitigation and Controls
<p>Pay awards The revenue budget made provision for a pay award of up to 3% in 2022/23 (£17,980). The COSLA pay offer represents an increase of £12,141 on the budget provision.</p>	<p>Ongoing monitoring and review of all costs and forecasts during 2022/23.</p>
<p>Staff recharges – Projects The Core budget assumes that £192,000 of staff time can be recharged to Projects. There is a risk this may not be achievable.</p>	<p>Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure.</p>
<p>Inflation There is a risk that the indicative budget does not adequately cover price inflation and increasing demand for services.</p>	<p>Ongoing monitoring and review of all costs and forecasts during 2022/23.</p>
<p>Delays in payment of grant by the EU - results in additional short-term borrowing costs.</p>	<p>SEStran grant claims for EU funded projects are submitted in compliance with requirements of EU processes to ensure minimal delay in payment. Ongoing monitoring of cash flow will be undertaken to manage exposure to additional short-term borrowing costs.</p>
<p>Pension Fund Contributions The deficit on the staff pension fund could lead to increases in the employer's pension contribution.</p>	<p>Following Lothian Pension Fund's Triennial Actuarial Review in 2020, Partnership employer pension fund contribution rates are now confirmed at 33.1% until 31 March 2024.</p>
<p>Funding Reductions Reduction in funding from Scottish Government and/or council requisitions.</p> <p>There is a risk that current levels of staffing cannot be maintained due to funding constraints and that the Partnership will incur staff release costs.</p>	<p>Scottish Government grant and Council contributions are confirmed for 2022/23.</p> <p>Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.</p>

SEStran Regional Transport Strategy 2035

1 Introduction

- 1.1 The purpose of this report is to present the Board with the final version of the draft Regional Transport Strategy (RTS). The report notifies the Board of more substantive amendments following feedback from local authority partners and the public and presents detail on the statutory consultation process. The revised draft RTS is attached as Appendix 1.
- 1.2 Members will recall that at the March Partnership Board it was decided to delay consideration of the revised draft RTS to enable discussion on a number of items which Scottish Borders Council (SBC) considered did not sufficiently reflect transport issues affecting rural areas. Appendix 2 identifies amendments agreed during these final discussions with SBC.

Following consideration of the consultation comments, including those changes outlined in Appendix 2, the Board is now asked to consider the proposed changes to the draft RTS and approve the final version of the draft Regional Transport Strategy for the South East of Scotland, SEStran 2035.

2 Background and context

- 2.1 SEStran 2035 has been in development during the last two years and in October 2021 ([Report Link](#)), the Board approved the draft version of SEStran 2035 for statutory consultation purposes. The statutory consultation took place from 5 November 2021 until 11 February 2022.
- 2.2 Statutory advertising of the publication of the draft Strategy together with associated documents, including an Environmental Report (ER) and an ER Non-Technical Summary (NTS) took place on Tuesday 16 November. Participation in the statutory consultation survey, was encouraged via the SEStran website and by our Local Authority partners. A virtual engagement room was created giving access to all supporting background information and enabling comments to be made on all elements of the draft strategy.
- 2.3 Local authority partners' communications teams supported engagement efforts through social media platforms, citizen panels and their internal platforms where possible. In addition to using the SEStran Twitter and LinkedIn social media accounts, a Facebook advert campaign and local press advertising were used to raise the profile of the consultation.
- 2.4 This final survey on the draft RTS generated 109 responses from a range of public sector, local authority partners and members of the public. The comments received were diverse and wide ranging and as it is not practical to include every comment in the body of this report. However, these are available on the SEStran website via this link [Survey Responses](#) , Detailed specific comments ranged over a wide spectrum from very detailed local issues to comments offering varying levels of support or opposition to the different elements of the draft RTS.
- 2.5 At the outset of the statutory consultation period in November 2021, each local authority partner was offered the opportunity of a specific multi-disciplinary officer meeting in advance of providing their comments on the content of the draft RTS. Meetings were held between 6 January and 9 February this year, to allow for detailed discussion on the draft RTS and how its Regional Mobility Themes, Policies and Actions relate to the individual partner authorities.

3 Consultation Report

- 3.1 The results of the survey and an overview of the comments made by stakeholders, members of the public and local authority partners are included in the consultation report attached as Appendix 3 to this report. The consultation report summarises the responses to the survey questions posed and the comments made, identifying common themes across all the areas of the draft RTS to reflect the issues raised which are regional and strategic in nature and which with due consideration may result in changes being proposed to the draft RTS. The key areas identified are discussed below.

4 Layout of Draft RTS and Naming of Mobility Themes

- 4.1 Based on comments received from local authority partners and stakeholders some changes are proposed to the structure of the document and the Mobility Theme headings, to improve understanding of the document. The themes of the Spatial Strategy section run throughout the RTS and are connected to all different mobility themes, and it was considered appropriate to place it in front of the Mobility Themes in the document. Changes to the title of four of the mobility themes are proposed.

4.2

Original Draft RTS Mobility Theme	Proposed Draft RTS Mobility Theme
Enhancing Access To Public Transport	Enhancing Accessibility of Public Transport
Enhancing And Extending The Bus Service	Transforming And Extending The Bus Service.
Enhancing And Extending The Train Service	Enhancing And Extending The Rail Service
Improving Integration Between Modes	Delivering Seamless Multimodal Journeys

- 4.3 These changes seek to clarify the role of these separate, but connected mobility themes, and do not alter the sense, meaning or intentions of these themes. The change to Accessibility of Public Transport is to emphasise the focus on physical accessibility and knowing what services are available and when. The change to 'Transforming and Extending Bus Services' reflects feedback on the scale of change needed. The change from 'train' to 'rail' reflects feedback on the benefits of distinguishing passenger light (including tram) and heavy rail services and this is also reflected in changes to the text of this chapter of the draft RTS. Finally, the change to 'Delivering Seamless Multimodal Journeys' better reflects the need for integration between different modes which may be needed during a single journey.

5 Rural Issues

- 5.1 Some local authority partners and other stakeholders raised concerns that the different transport needs of remote rural areas and rural areas were not adequately recognised in the draft strategy and that many of the policies and actions are only appropriate for use in urban areas. This related to intervention types such as 20-minute neighbourhoods, Electric Vehicles, Active Travel, MaaS, Demand Responsive Transport and Reallocating Road space on the Network.
- 5.2 The text in the draft RTS has been amended to reinforce that this variability between urban and rural transport solutions is fully recognised. These distinctions are reflected where necessary in the policies and actions, as the effectiveness of different policies and actions will be affected by the rural and urban differences experienced across the SEStran area. However, it is considered that all the policies and actions have a role to play in all areas of the region but that they will be applied and implemented differently in different locations. The primary purpose of the policies and actions is to support the development of sustainable low carbon transport solutions across the whole SEStran region. The further changes identified in Appendix 2 are also now incorporated in the final version of the draft RTS SEStran 2035.

6 Delivery & Monitoring

- 6.1 One key area of feedback deals with the inclusion of information on future proposed implementation of schemes, or projects. Feedback from several local authority partners indicated that, whilst noting the RTS is not intended to include a list of potential projects, there was a desire for the RTS to show how proposed actions could be funded, where responsibility for delivering against the actions lies, and what resources were available for this.
- 6.2 Within this there was also feedback on including reference to two specific schemes mentioned in STPR2; funded appraisal work on the Borders rail extension as part of work to secure wider connections beyond the SEStran region, and the strategic development of mass transit in the region including tram extension. Reflecting on partner views that referencing these specific strategic cross boundary projects (with funding in place for feasibility work), would assist in highlighting the RTS's alignment with other regional strategies and bolster support for the projects, the final RTS now makes specific reference to these.
- 6.3 For these and other specific projects, following workshops with all partner Councils, it is proposed that as part of the ongoing monitoring of the RTS, SEStran develops a Programmed Investment Plan, giving clarity and a regional overview of schemes proposed for the region, and their current status. An action is therefore included in the RTS to develop a detailed Programmed Investment Plan in a short time scale. It is envisaged that the plan will be prepared in close discussion with local authority partners and other stakeholders who have responsibility and/or budget for delivering specific schemes.
- 6.4 Close partnership working will be needed to identify what is appropriate for such a plan, but it is envisaged that it would include schemes:
- under construction;
 - construction planned and funded;
 - under development (evaluation funded);
 - awaiting funding to deliver; and
 - Identified in plans and strategies for future assessment.
- 6.5 There is already funding available (up to £10M through the Borderlands Growth Deal) to carry out the economic assessment to extend the Borders Railway. This extension of the railway is supported by the draft RTS and the economic work that needs to be undertaken is key to make a case for the project. Similarly, City of Edinburgh Council are undertaking feasibility studies and the development of business cases on possible tram route extensions. This is linked to NPF4 and STPR2 and is discussed in section 9.1. The policies within the draft RTS clearly supports these strategic level interventions and ongoing economic assessment work in the region. The preparation of the Programmed Investment Plan would recognise where funding has been made available for the further development of interventions. Preliminary engagement with partner authorities has commenced on the development of this plan as part of the ongoing monitoring of the RTS.

7 Enhanced Links to Policy

- 7.1 Comments were received from some Council partners to the effect that the necessary alignment with draft National Planning Framework 4 (NPF4), National Transport Strategy 2 (NTS2) and the draft Strategic Transport Projects Review 2 (STPR 2) were not evident in the draft RTS. This in part reflects timing, the draft NPF4 was published on 10 November 2021 and STPR 2 was published on 20 January 2022, both after the draft RTS was published.
- 7.2 Therefore, these two national documents have been reviewed and appropriate reference to them is now included in the text of the draft RTS and how the four draft RTS Strategy Objectives map to the NTS2 Priorities.

8 Better Emphasis on Links to Land-Use Planning & Demand Management

- 8.1 To ensure that the comments made by stakeholders and the need to ensure that the links between land use planning and transport are set out clearly and align with draft NPF4, the text has been amended to reinforce these links and new policies and actions added including:
- Infrastructure first
 - Alignment of LPD's with the RTS
 - The application of the 20-minute neighbourhood concept will be different for rural areas.

9 Mass Transit

- 9.1 City of Edinburgh Council consider that the draft does not sufficiently reflect or support trams or light rail enough and suggested a specific chapter in the draft RTS. As stated in section 4 of this report the use of rail and not train to represent heavy rail, light rail and tram is proposed to ensure tram as an option is included. Furthermore, the nationally important role for mass transit to improve urban accessibility in southeast Scotland, is set out clearly in both NPF4 and STPR2. The policies in the draft RTS support the extension of heavy rail, light rail, tram and bus rapid transit networks and services. Therefore, the reference in both NPF4 and STPR2 to mass transit should be recognised and supported within the text of the draft RTS and this change has been made in the revised version.

10 Electric Vehicles

- 10.1 The role of EV's in decarbonising transport and how this aligns with the target to reduce car kilometres travelled by 20% to 2030 has been strengthened to reflect comments made. Adjustments have also been made to clearly emphasise the different roles EVs may have in urban and rural areas. A shift to EVs will not by itself resolve the problems around high levels of congestion on the roads and the associated delays, unreliable journey times, noise and particulate emissions which come with continued car use.
- 10.2 New policies and actions have been identified for the need to develop and coordinate a regional information strategy including messaging around the need to ensure EVs are not regarded as a green light to increased car use and the range of issues associated with this. Strategy includes and highlights the potential of e-bikes and e-cargo bikes as viable modes of passenger and freight transport."
- 10.3 Reference is also now made in the draft RTS to the Scottish Government publication "A Network Fit for the Future: Draft Vision for Scotland's Public Electric Vehicle Charging Network" and policies and action are adjusted to reflect this

11 Integrated Transport Network / Integration (Data, Ticketing and Integration)

- 11.1 A lack of Integrated ticketing and sources of journey planning was raised as a key area for SEStran to take a lead and support their development at a national level. The current fragmented nature of source data was also referenced by stakeholders.
- 11.2 Policies and actions have been added and amended to reflect the importance of the role a single/one ticket system allowing modal change can play in delivering seamless multi-modal journeys.

12 Inter-Regional / Wider Access

- 12.1 The Spatial strategy section has been expanded and text amended as necessary to explicitly show the important connections beyond the SEStran area to neighbouring Regional Transport Partnerships and beyond for broader UK connections.

13 Behaviour Change (Post COVID-19 & General) /Behaviour Change to be a specific Mobility Theme

- 13.1 The importance of behaviour changes in delivering reduced travel demands and delivering the national 20% reduction in car kilometres travelled by 2030 as set out in the Scottish Government route map was identified by stakeholders. The text, policies and actions have been amended to reflect this.
- 13.2 Behaviour changes associated with the need to encourage the use of public transport post the COVID-19 pandemic is a key area for short term actions. However, more importantly in the longer term the need for a wholesale change in behaviours and attitudes to a dependency on car use is needed over the lifetime of the draft RTS to encourage and support the change in modal shift needed to tackle climate change. SEStran's role in this is set out more clearly in the draft RTS.

14 Access to Healthcare

- 14.1 The statutory duty for the RTS to consider access to healthcare has now been explicitly referenced in the draft RTS and policies and actions added to strengthen this important transport area.

15 Other Topics and Issues Raised

- 15.1 The main areas of comment are presented above and are limited to emphasise main issues for the Board to consider. This enables a brief and focussed report to be presented to the Board. However, there are a number of other topics and matters raised which have also been addressed by text revisions of the draft RTS. These topic areas are listed below and full details of the comments and the responses are contained in Appendix 3.

- **Public Transport Services**
- **Minor Alterations from External Stakeholders**
- **Definition of terms**
- **Applying policies in existing environments**
- **Hydrogen Capabilities**
- **RTS Opportunity**
- **Inclusion of Just Transition**
- **Real Time Passenger Information**
- **Miscellaneous**
- **SEStran Comments (Various)**
- **Behaviour Change to be own Mobility Theme**
- **Greater links to economic strategies**
- **Inclusion of other user perspectives**
- **Review of partner authorities active travel plans**
- **Differentiation between Transforming and Extending the Bus Service and Enhancing and Extending Rail Services**

16 Main Comments by Local Authority Partners

- 16.1 The comments and views on the draft RTS of the partner local authorities who make up the Southeast of Scotland Regional Transport Partnership is included in the consultation report and the most common themes and comments have already been discussed in the earlier sections of the report. There was broad support for the policies and direction of the draft RTS across the partners with some specific points raised. Many of the comments raised have been taken on board and have been beneficial in sharpening and improving the content of the draft RTS.

- 16.2 In addition to their response to the formal survey questions, a number of councils considered the draft RTS and reported the draft RTS to their appropriate council cabinets/ committees. All these committee report papers are combined and can be viewed through the attached link. [\[LINK\]](#). The points raised in the reports have been considered in the responses contained in Appendix 3.

17 Statutory Assessments

- 17.1 The Statutory Assessments have been integral to the development of the draft RTS. The Environmental Report documents the findings of the Strategic Environmental Assessment carried out in respect of the Draft SEStran Regional Transport Strategy and was submitted to the SEA Gateway on 8th November 2021. In accordance with Section 16 of the Environmental Assessment (Scotland) Act 2005, the Consultation Authorities (Scottish Environmental Protection Agency (SEPA), NatureScot and Historic Environment Scotland (HES)) have now considered the Environmental Report and provided comment.
- 17.2 A SEA consultation report has been prepared and is attached as Appendix 4 to this report. No significant issues were raised and some minor updates to the draft RTS to account for SEPAs comments on air quality and active travel and some small changes to the draft RTS based on the comments from NatureScot will ensure that the final draft RTS has developed in an integrated way taking account of environmental issues. HES are content with the Environmental Report and the draft RTS and have no comments to make.
- 17.3 The Equalities Impact Assessment report (EqIA) and associated reports detail how the draft RTS has been developed and serves to meet the statutory Public Sector Equality Duty, the Fairer Scotland Duty and the Child Rights and Wellbeing Duties. This ensures that equalities issues are integral to the draft RTS. An equalities Consultation note has been prepared Appendix 5. Comments received reinforced the need for equalities issues to be fully considered and the need for accessible information to be available for transport users. How equalities issues would be delivered by the strategy was raised. As a strategic document the draft RTS sets out support for equalities issues and has a specific Mobility Theme, Policies and Actions to support and guide SEStran and local authority partners to ensure that equalities issues are considered fully. As specific interventions develop there remains a statutory requirement for further Equalities Impact Assessments to be undertaken in respect of more detailed proposals.

18 Conclusions

- 18.1 As a result of the comments and responses to the statutory consultation a number of changes are proposed to the draft RTS. These include changing the order of the chapters, renaming some mobility themes, additional text to reflect the issues raised and outlined in sections 4 to 17 above and the addition of some new policies and actions. The changes are not substantive but enhance the draft RTS and ensure that the key issues raised by partners and stakeholders are better reflected in the revised strategy.
- 18.2 Roles and responsibilities for the delivery of the actions and policies contained in the draft RTS was a key theme. Who is responsible for delivery and how projects will be funded was identified in the responses to the consultation. Delivery of projects will be the responsibility of a wide range of partnerships and/or individual partners and will depend on how funding is made available and what resources can be employed to secure project delivery.
- 18.3 As discussed in section 6 it is recommended that the draft RTS should include an action to develop and keep updated on a regular basis a Programmed Investment Plan which can clearly identify transport interventions across the region, lead delivery partners, projects status, funding commitments and timescales to allow monitoring of progress on delivery. Such a regional plan can only be developed by SEStran in consultation and discussion with the individual partner authorities who have the budget and responsibility for delivery.

- 18.4 The draft RTS is a strategy document. It is not a funded delivery plan and therefore, it sets a framework for transport in the SEStran area to deliver the priorities and outcomes of NTS2: Reduce Inequalities, Takes Climate Action, Helps Deliver Inclusive Economic Growth and Improves our Health and Wellbeing, as reflected in the draft RTS Vision statement.

19 Next Steps

- 19.1 Subject to approval of the proposed changes to the draft RTS by the Board the final document will be made ready for publication. Some photography work has been commissioned to enable a broader range of regional photographs to be used to replace the limited stock images used in the current draft RTS. The approved final draft version will be presented to Scottish Ministers for approval. The decision of the ministers will be reported to the Board and the final version of the draft RTS will be published.

20 Recommendations

It is recommended that the Board:

- 20.1 Note the statutory consultation on the draft Regional Transport Strategy has concluded;
- 20.2 Note the contents and the findings of the survey as summarised in the consultation report Appendix 3
- 20.3 Note the response to the comments made and the suggested areas for amendment to the draft Regional Transport Strategy, including the comments on rural issues in Appendix 2;
- 20.4 Consider the terms of the amended draft Regional Transport Strategy SEStran 2035 (Appendix 1), and offer comment, as appropriate;
- 20.5 Approve the amended draft Regional Transport Strategy SEStran 2035 for submission to Scottish Ministers;
- 20.6 Delegate to the Partnership Director any minor or non-substantive amendments necessary prior to its submission to Scottish Ministers;
- 20.7 Note the ongoing work to develop a Programmed Investment Plan in consultation with partners; and
- 20.8 Note that, following consideration of the draft RTS, any decision and recommendations made by Scottish Ministers, will be brought back to the Board for consideration and approval of the final Regional Transport Strategy SEStran 2035.

Jim Stewart
Strategy and Projects Officer
23rd September 2022

Policy Implications	A new RTS will impact on future strategy development and local transport authorities' plans and strategies.
Financial Implications	Sufficient funds are contained within the projects budget for delivery of the RTS and funding is identified in the three year budget plan.
Equalities Implications	The new RTS has been subject to an Equalities Impact Assessment (EQIA).
Climate Change Implications	The new RTS has been subject to a Strategic Environmental Assessment (SEA).
Appendices	<ol style="list-style-type: none"> 1. Revised Draft Regional Transport Strategy 2. Changes for Rural Issues (SBC) 3. Statutory Consultation Report 4. Sea Consultation Report 5. Equalities Consultation Report

**GO
SEStran**

South East of Scotland
Transport Partnership

SEStran 2035 REGIONAL TRANSPORT STRATEGY

August 2022

In partnership with:  **Stantec**



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Table of Contents

1.0	INTRODUCTION.....	1
1.1	PURPOSE	1
1.2	POLICY CONTEXT	3
2.0	CONTEXT	4
2.1	AREA PROFILE	4
2.2	LAND-USE PLANNING	6
2.3	TRAVEL BEHAVIOUR CHANGE	11
3.0	TRANSPORT CHALLENGES IN THE REGION	13
3.1	DEFINING TRANSPORT PROBLEMS	13
3.2	RTS CONSTRAINTS	23
3.3	RTS OPPORTUNITIES	23
4.0	VISION & STRATEGY OBJECTIVES.....	24
4.1	VISION.....	24
4.2	STRATEGY OBJECTIVES.....	25
4.3	REGIONAL MOBILITY THEMES	27
5.0	SPATIAL STRATEGY	29
5.1	SPATIAL CONTEXT	29
5.2	DEFINING REGIONAL CORRIDORS	34
5.3	REGIONAL SPATIAL STRATEGY - PRINCIPLES.....	46
6.0	SHAPING DEVELOPMENT AND PLACE	48
6.1	OVERVIEW.....	48
6.2	POLICIES	50
6.3	ACTIONS.....	51
7.0	DELIVERING SAFE ACTIVE TRAVEL.....	52
7.1	OVERVIEW.....	52
7.2	POLICIES	54
7.3	ACTIONS.....	55

8.0	ENHANCING ACCESSIBILITY OF PUBLIC TRANSPORT	56
8.1	OVERVIEW	56
8.2	POLICIES	58
8.3	ACTIONS	58
9.0	TRANSFORMING AND EXTENDING THE BUS SERVICE	59
9.1	OVERVIEW	59
9.2	POLICIES	64
9.3	ACTIONS	64
10.0	ENHANCING AND EXTENDING RAIL SERVICES	65
10.1	OVERVIEW	65
10.2	POLICIES	68
10.3	ACTIONS	68
11.0	REALLOCATING ROADSPACE ON THE REGIONAL AND LOCAL NETWORK	69
11.1	OVERVIEW	69
11.2	POLICIES	69
11.3	ACTIONS	70
12.0	DELIVERING SEAMLESS MULTI-MODAL JOURNEYS	71
12.1	OVERVIEW	71
12.2	POLICIES	76
12.3	ACTIONS	77
13.0	DECARBONISING TRANSPORT	78
13.1	OVERVIEW	78
13.2	POLICIES	80
13.3	ACTIONS	81
14.0	FACILITATING EFFICIENT FREIGHT MOVEMENT AND PASSENGER TRAVEL	82
14.1	OVERVIEW	82
14.2	PASSENGER AND FREIGHT POLICIES	85
14.3	FREIGHT POLICIES	85
14.4	PASSENGER AND FREIGHT ACTIONS	85

14.5	FREIGHT ACTIONS	86
15.0	WORKING TOWARDS ZERO ROAD DEATHS AND SERIOUS INJURIES.....	87
15.1	OVERVIEW.....	87
15.2	POLICIES	89
15.3	ACTIONS	89
16.0	REDUCING CAR KILOMETRES	90
16.1	OVERVIEW.....	90
16.2	POLICIES	93
16.3	ACTIONS	94
17.0	RESPONDING TO THE POST COVID WORLD	95
17.1	OVERVIEW.....	95
17.2	POLICIES	100
17.3	ACTIONS	101
18.0	DELIVERY	102
18.1	OVERVIEW.....	102
18.2	POLICIES	102
18.3	ACTIONS	102
19.0	MONITORING.....	103
19.1	OVERVIEW.....	103
19.2	KEY PERFORMANCE INDICATORS	103
20.0	GLOSSARY.....	105

LIST OF TABLES

Table 2.1	Employment Rate in the SEStran Region 2019.....	6
Table 2.2	10 Year Housing Land Requirements	7
Table 4.1:	Mapping of Strategy Objectives to NTS 2 Priority Outcomes.....	26
Table 4.2:	Mapping of Regional Mobility Themes to Strategy Objectives	27

LIST OF FIGURES

Figure 1.1 SEStran Location Plan	1
Figure 1.2 RTS Timescales	2
Figure 1.3 Policy Hierarchy	3
Figure 1.4 National Transport Strategy Policy Framework	3
Figure 2.1 6-Fold Urban – Rural Classification in SEStran	4
Figure 2.2 Forecast Population Change in SEStran Region 2018 - 2028	5
Figure 2.3 Edinburgh and South-East Scotland City Region iRSS Overall Strategy	8
Figure 2.4 Forth Valley iRSS Overall Strategy	9
Figure 3.1 Transport Problems Framework	14
Figure 5.1 Commuting by All Modes within SEStran Region	29
Figure 5.2 Commuting by Car within SEStran Region	30
Figure 5.3 Mode Share for Regional Commuting	30
Figure 5.4 Car Mode Share for Regional Commuting	31
Figure 5.5 Percentage of Workers Commuting to Edinburgh	32
Figure 5.6 Commuting Volumes into Edinburgh	32
Figure 5.7 SEStran Region Sub Areas	32
Figure 5.8 Commuting from Outside Edinburgh by Mode	33
Figure 5.9 Commuting to Neighbouring Areas	33
Figure 5.10 Commuting Volumes to Neighbouring Areas	34
Figure 5.11 Regional Corridors	35
Figure 5.12 Regional Corridor Commuting Demand	36
Figure 5.13 External Connections	37
Figure 5.14 Regional Bus and Rail Demand	44
Figure 5.15 Regional Road Network Demand	45
Figure 7.1 Strategic Active Travel Network	52
Figure 9.1 Connectivity to Colleges	61
Figure 9.2 Connectivity to Universities	61
Figure 9.3 Connectivity to Employment	62
Figure 9.4 Connectivity to Healthcare	62
Figure 12.1 Rural Independence and Opportunity for MaaS Adoption	75
Figure 12.2 Convenience v Cost of Rural Transport Modes	75
Figure 16.1 Cross Boundary Commuting into Edinburgh 2011	90
Figure 17.1 Indexed Travel Demand by Mode in Scotland 15 th March 2020 to 18 th July 2021	95
Figure 17.2 Anticipated Travel Behaviour Changes Post COVID-19 Pandemic	96

Figure 17.3 Location Independent Jobs in Edinburgh 97

Figure 17.4 Overview of COVID-19 Impacts 100



Introduction

SEStran 2035 Regional Transport Strategy

1.0 INTRODUCTION

1.1 PURPOSE

This Regional Transport Strategy (RTS) for the South-East of Scotland has been prepared by the South-East of Scotland Regional Transport Partnership (SEStran) which was set up under the Transport (Scotland) Act 2005. It covers eight constituent local authorities as shown in Figure 1.1. This Act also set the requirement to produce a statutory RTS to provide a strategic framework for transport management and investment for the Partnership area.

The RTS has been prepared to replace the Regional Transport Strategy 2015 - 2025 Refresh published in July 2015. It replaced the original SEStran Regional Transport Strategy 2008 – 2023 published in November 2008.

It is essential that the RTS addresses the transport problems and issues being experienced in the SEStran area. The purpose of this RTS is to set out these challenges and how SEStran proposes to respond to them.

This RTS has been prepared in accordance with RTS development guidance (Transport Scotland, 2006), the Scottish Transport Appraisal Guidance (STAG) and all relevant legislative and policy requirements. It is supported by a suite of evidence drawn from published policy documents, data analysis as well as stakeholder and public consultation. This has been set out in the documentation accompanying the development of the RTS. This includes a STAG Case for Change report which details the problems and issues that need to be considered by the RTS as well as defining options to address them along with the strategy objectives. The options which emerged from the Case for Change also underwent appraisal with the findings outlined in the STAG Preliminary Options Appraisal report.



Figure 1.1 SEStran Location Plan

The preparation of the new SEStran RTS has also been informed by Strategic Environmental Assessment (SEA) and Equalities Impact Assessment (EqIA) processes, each of which has identified key environmental and equalities issues which need to be addressed in the new RTS. This RTS is accompanied by proportionate SEA and Equalities Duties Assessment Reports which consider how relevant equalities and environmental issues have been taken account of to date and provides recommendations to inform the finalisation of the RTS. These processes along with their associated timescales are illustrated in Figure 1.2.

It also draws upon the findings of the SEStran Main Issues Report published in June 2020. This was substantially prepared prior to the COVID-19 pandemic and therefore primarily reflects pre-pandemic problems and issues. As such, the STAG process has sought to ensure that the RTS is developed upon an evidence base which reflects the latest understanding of problems and issues in the region. Travel behaviour has changed during the pandemic as in many cases most people were made to work from home with many companies now introducing a work from home or hybrid working model which will reduce the number of people commuting to work.

All interventions to be brought forward from this RTS will be developed to ensure efficiency and value for money, and take a whole life cycle approach to cost, accounting for future maintenance requirements. Further, as SEStran's RTS covers a period of extensive societal and behavioural change and rapid technological advancement the policies are designed to be adaptable and flexible.

Interventions will also therefore respond to new opportunities that arise. For example, taking advantage of opportunities from societal changes and advances in technology and engineering to tackle congestion and lower demands for car-based travel can provide the basis for reallocating road space and delivering a more efficient use of the transport network. This can help improve public transport operations and provide for greater levels of mobility.

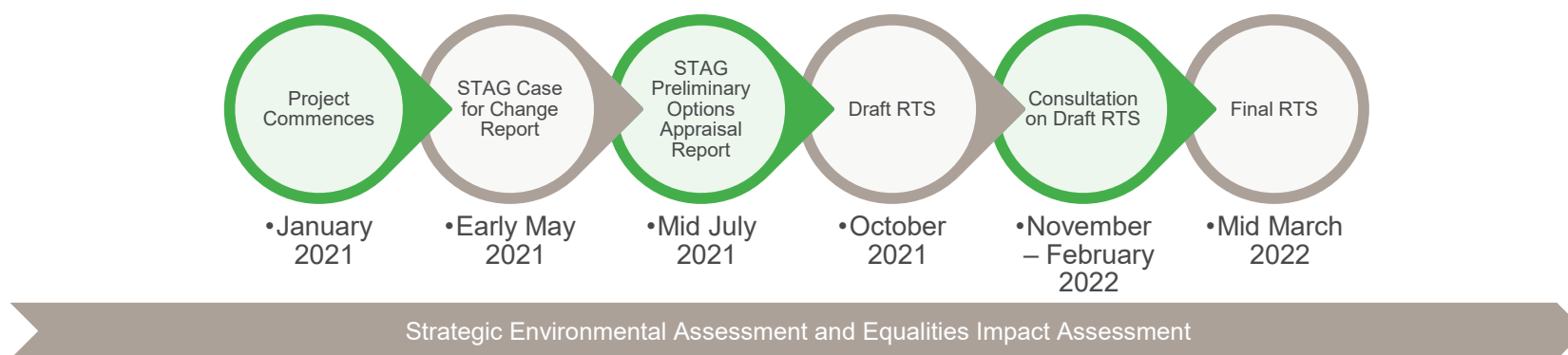
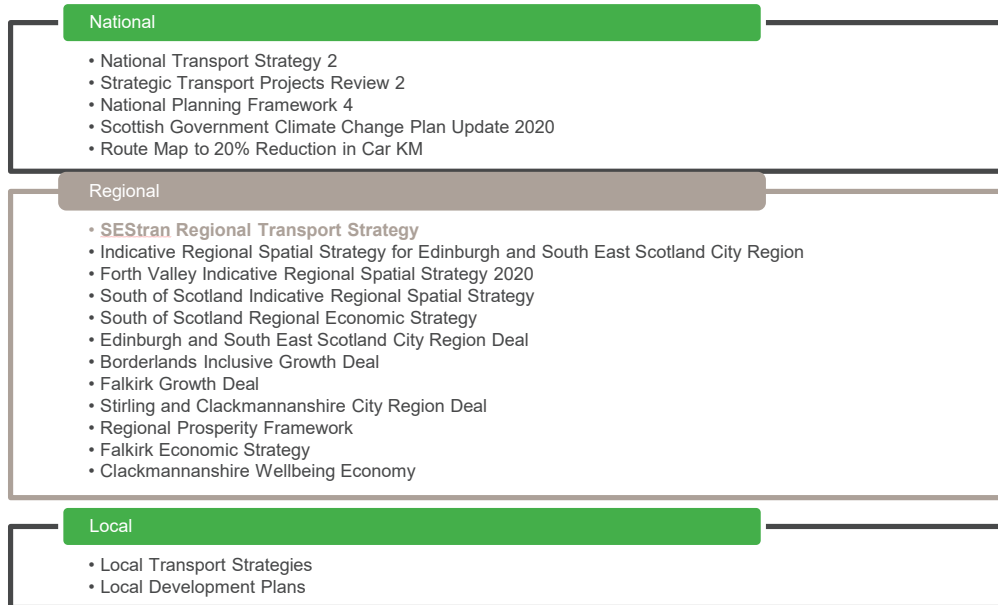


Figure 1.2 RTS Timescales

1.2 POLICY CONTEXT



The new Regional Transport Strategy sits within and is being developed in the context of a policy hierarchy which spans the national, regional and local levels. This is illustrated in Figure 1.3 along with some of the key policy documents.

In particular, the RTS is being developed within the policy framework provided by the National Transport Strategy 2 which was published in February 2020. It set out four strategic priorities as well as defining a Sustainable Travel Hierarchy as shown in Figure 1.4. These four priorities and hierarchy have been used to guide the development of this RTS.

Figure 1.3 Policy Hierarchy

Alongside this the Scottish Government has also set out ambitious targets to help achieve its overarching target of net zero emissions by 2045. In particular, the Climate Change Plan Update published in December 2020 outlined that by 2030:

- *our roads will contain no new petrol and diesel cars and vans*
- *car kilometres will have reduced by 20%*

This policy context has been used to guide the development of the RTS.

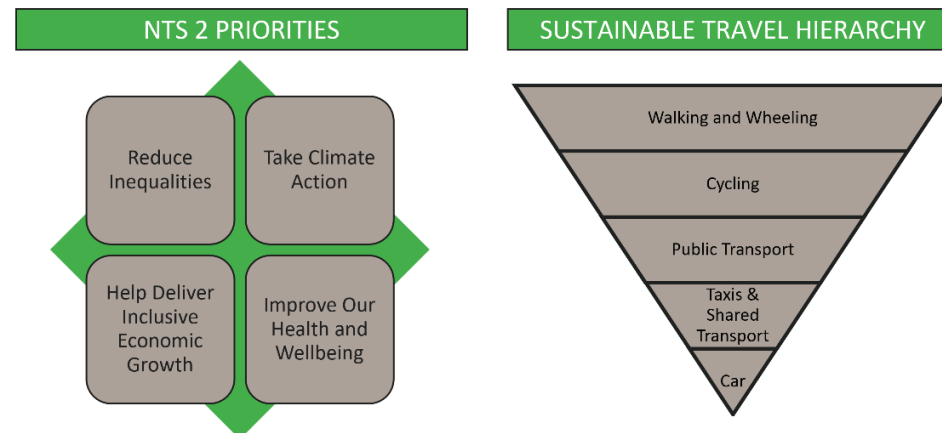


Figure 1.4 National Transport Strategy Policy Framework





Context

SEStran 2035 Regional Transport Strategy

2.0 CONTEXT

2.1 AREA DEMOGRAPHICS

The SEStran region covers 8,400km² which is just over 10% of Scotland's landmass. It is hugely diverse and includes areas which fall into every one of the Scottish Government's six-fold urban-rural classification. The total population of the SEStran area was estimated as 1,609,070 in 2019. The majority of the population is concentrated in the centre of the SEStran area with a large, sparsely populated rural area to the south particularly the remote rural areas in Scottish Borders and East Lothian. The greatest concentration of population is within the City of Edinburgh which accounts for approximately 33% of the total SEStran region population. Figure 2.1 illustrates the breakdown of the region using the Scottish Government's 6-fold urban – rural classification which highlights how much of the area is classified as rural. The RTS considers transport issues and opportunities across all areas of the region.

There has also been significant population growth within the SEStran region with a 7.5% increase between 2009 and 2019. The largest growth has been in the City of Edinburgh (13.3%) with the lowest growth in Clackmannanshire (0.5%). In addition, the population has been ageing with the number of people aged 65 or more in the region increasing by 23.6% over the same time period. West Lothian has seen the highest growth in the elderly population (34.3%).

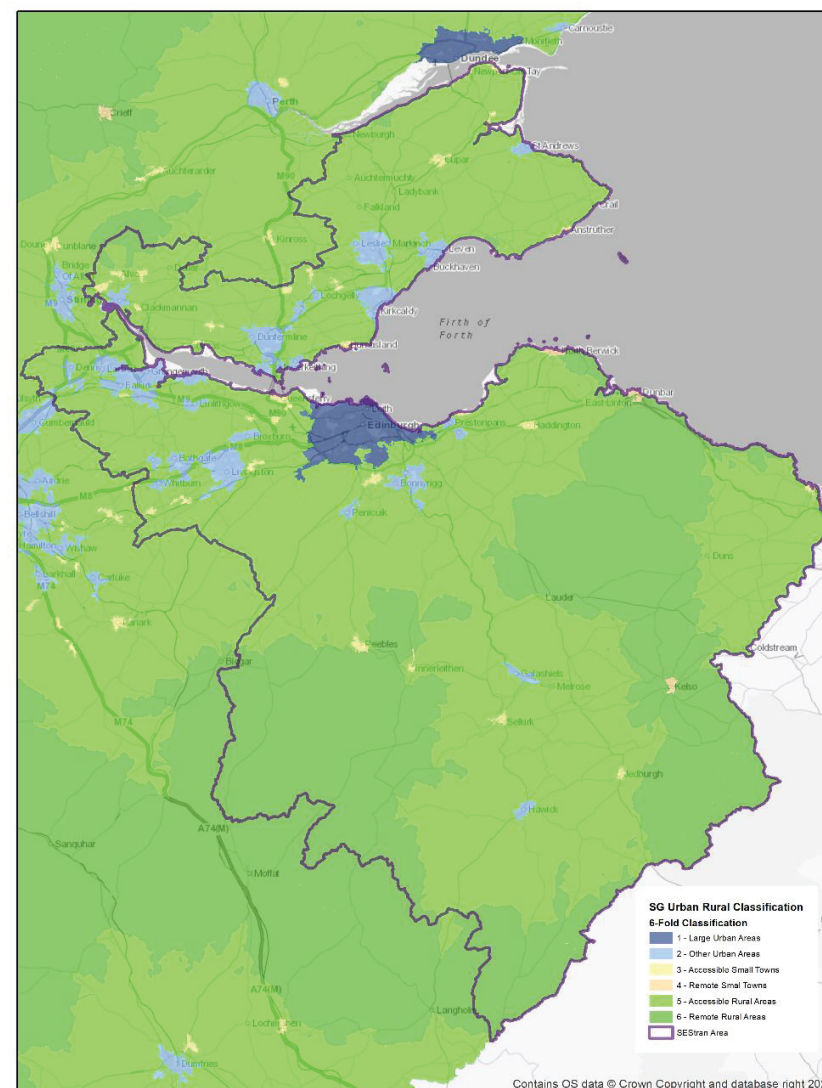


Figure 2.1 6-Fold Urban – Rural Classification in SEStran

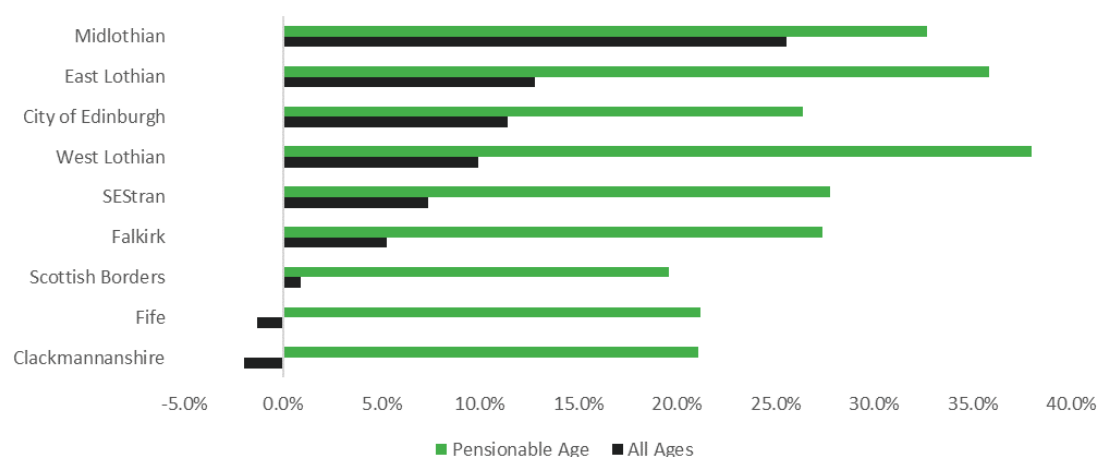


Figure 2.2 Forecast Population Change in SEStran Region 2018 - 2028

The population of the SEStran region is projected to grow by 7.4% between 2018 and 2038 although this masks variations across the region as shown in Figure 2.2. In particular, the population of Clackmannanshire and Fife is forecast to decline whilst there is considerable growth expected in Midlothian. The trend towards an ageing population is also expected to continue with a 28% increase in people of pensionable age over the period.¹ However, it should be noted that these projections do not reflect the potential impact of Brexit on net-migration which has been a primary driver of population growth in recent years.

In addition, the population is also becoming more dispersed as the average size of a household in the region has decreased from 2.30 in 2001 to 2.19 in 2019.² These trends will have a range of implications for travel including:

- Increased travel demand linked to a growing and more dispersed population
- Increasing demand for access to healthcare
- More people wanting to use concessionary travel putting increased pressure on public sector finances
- More dependence on public transport and community transport to access essential services

There are variations in levels of employment across the region as illustrated in Table 2.1³ although only Clackmannanshire, Falkirk and Fife have an employment rate below the national average. All local authorities have experienced a growth in their employment rates since 2009 with the highest growth being in West Lothian.

¹ [Population Projections for Scottish Areas \(2018-based\) | National Records of Scotland \(nrscotland.gov.uk\)](https://www.nrscotland.gov.uk/population-projections)

² [statistics.gov.scot : Average Household Size](https://statistics.gov.scot)

³ <https://www.gov.scot/collections/labour-market-statistics/>

Levels of walking as a means of transport and as way to keep fit or for exercise are higher in the SEStran region than the national average. This suggests higher levels of physical activity which is beneficial for health and this is also reflected in higher life expectancies compared to the national average.

2.2 LAND-USE PLANNING

Transport demand is closely related to land-use as people travel to reach employment and services like healthcare, retail, education and leisure facilities. Historically, land-use and transport planning have often not been undertaken in a wholly coordinated manner, leading to developments which can be difficult to use or access for those without access to a car or who would prefer not to use a car. It is critical to achieving nationally set environmental targets (e.g., climate change, air quality) that land-use development and transport are better integrated to plan for a future mobility system and low-carbon society. The land-use planning context in the region is influenced by national, regional and local policy. The Scottish Government has prepared the draft National Planning Framework 4 (NPF4), which sets out a plan for Scotland to 2050. It focuses on four key outcomes which include:

- **Sustainable Places** where we reduce emissions and restore and better connect biodiversity
- **Liveable Places** where we can live better, healthier lives
- **Productive Places** where we have a greener, fairer, and more inclusive well-being economy
- **Distinctive Places** where we recognise and work with our assets

The draft NPF4 also outlines strategic development across five areas of Scotland. The SEStran region is located within both the 'central urban transformation' and 'southern sustainability' areas of the plan. The former's interventions aim to improve urban accessibility and pioneer low-carbon, resilient urban living within the region; whilst the latter aspires to create a network of low carbon towns which strengthens resilience and decarbonises connectivity. Related transport based, location specific actions to achieve the above objectives within these areas include:

- **1) Central Scotland Green Network:** Enhancements to provide multifunctional green infrastructure that improves placemaking and contributes to the roll-out of 20-minute neighbourhoods

Table 2.1 Employment Rate in the SEStran Region 2019

LOCAL AUTHORITY	EMPLOYMENT RATE	CHANGE SINCE 2009
Clackmannanshire	74.4%	4.7%
East Lothian	78.9%	3.9%
Edinburgh	75.1%	3.0%
Falkirk	74.1%	1.2%
Fife	73.7%	2.5%
Midlothian	80.4%	4.8%
Scottish Borders	76.2%	1.3%
West Lothian	77.8%	5.1%
<i>Scotland</i>	<i>74.8%</i>	<i>2.8%</i>

- **2) National Walking, Cycling and Wheeling Network:** The upgrading and provision of additional active travel infrastructure to develop a sustainable travel network that will provide access within and between settlements, key services, employment and multi-modal hubs
- **3) Urban Mass/Rapid Transit Networks:** Development of Edinburgh Mass Transit network within the city region
- **6): Digital Fibre Network:** The continued roll out of world class broadband and associated infrastructure
- **8) Industrial Green Zones:** Creation of a 'Scottish Cluster' of zero-carbon industrial zones in Grangemouth (plus St Fergus and Peterhead)
- **13) High Speed Rail:** Implementation of increased infrastructure to improve rail capacity and connectivity on the main cross-border routes and east and west coast mainlines
- **17) Edinburgh Waterfront Regeneration** of strategic sites along the Forth Waterfront. Includes the creation of new green and blue infrastructure, new active travel facilities and new / upgraded port facilities.

The draft NPF 4 included the 'Minimum All-Tenure Housing Land Requirement' (MATHLR) which sets out housing land allocations for each of the SEStran local authorities for the next 10 years as shown in Table 2.2. In addition, the percentage increase on the existing housing stock that these housing allocations represent has been calculated to provide an indication of the scale of development. This shows that housing could increase by up to 20% in Midlothian whilst the smallest increase would be in Fife at just 4.2%. Overall, housing in the region could increase by 11.2% on this basis.

Table 2.2 10 Year Housing Land Requirements

AREA	HOUSING LAND REQUIREMENT	TOTAL DWELLINGS (2018)	% OF TOTAL DWELLINGS
Clackmannanshire	1,500	24,451	6.1%
Fife	7,350	176,500	4.2%
Scottish Borders	4,800	58,296	8.2%
Falkirk	5,250	74,594	7.0%
SEStran	84,250	749,642	11.2%
Edinburgh	41,300	248,314	16.6%
West Lothian	9,600	79,483	12.1%
East Lothian	6,400	47,731	13.4%
Midlothian	8,050	40,275	20.0%

A new duty has been introduced requiring planning authorities, acting individually or in groupings, to produce a Regional Spatial Strategy as soon as is practicable. In the short term, the Scottish Government has invited planning authorities to form regional groupings and develop

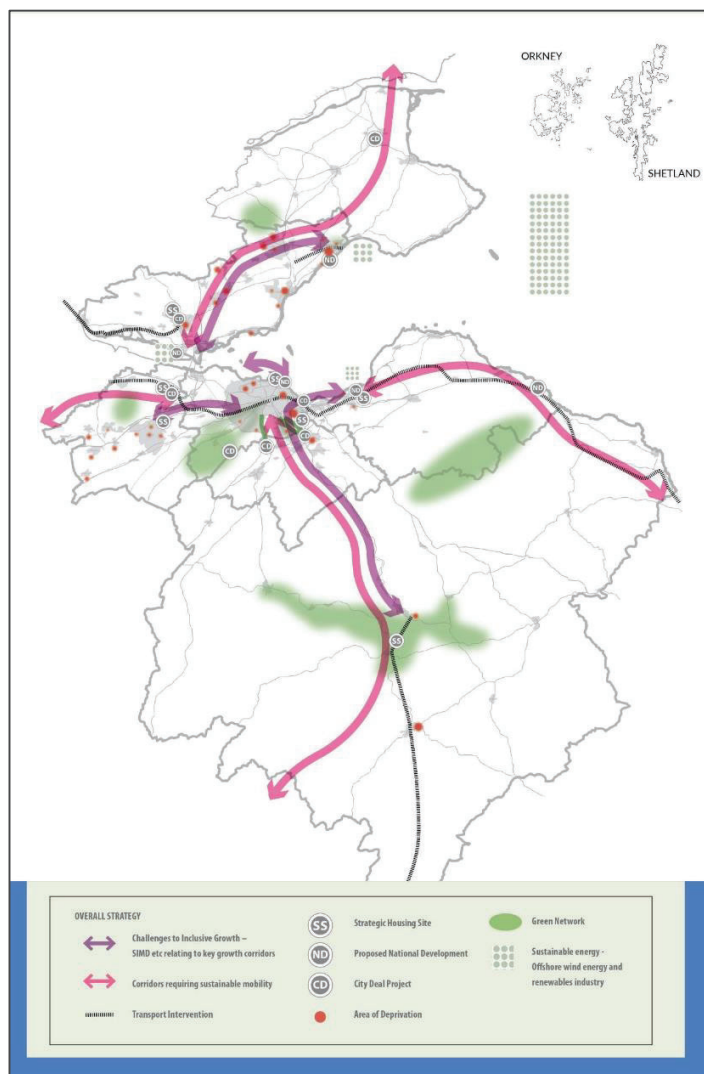


Figure 2.3 Edinburgh and South-East Scotland City Region iRSS Overall Strategy

indicative Regional Spatial Strategies (iRSS) to feed into the consultation on NPF4. There are two iRSS areas that exist across the SEStran area including one for the Edinburgh and South-East Scotland City Region and one covering the Forth Valley area.

Through the development of the RTS and iRSSs, it is imperative that there is closer integration between land-use and transport planning in the City Region. It is important to understand where growth opportunities will be created and how these can be delivered in a manner that ensures sustainability and inclusivity through equitable access. In addition, there is a need to join up the delivery plans and priorities for transport to support ongoing development.

The iRSS for the Edinburgh and South-East Scotland City Region covers Edinburgh, Fife, West Lothian, Midlothian, East Lothian, Scottish Borders and an overview of the spatial strategy is shown in Figure 2.3. This sets out a commitment to meeting significant levels of housing growth in the region and providing for sustainable economic development. A key element of this housing delivery focuses around seven strategic sites as follows:

- Blindwells, East Lothian
- Shawfair, Midlothian
- Granton, Edinburgh
- Winchburgh, West Lothian
- East Calder, West Lothian
- Dunfermline, Fife
- Tweedbank, Scottish Borders

The iRSS highlights the importance of connectivity to the region noting that it is both about transport infrastructure and strong connections between communities and settlements, to ensure there are no barriers to participation. There are concerns that cross-boundary (i.e., local authority) deficiencies in connectivity and affordable public transport options are leading to disconnection from work opportunities, including in more rural areas.

In terms of transport the iRSS strategy focus is twofold. Firstly, to improve the linkages along existing major transport corridors to enhance connectivity *beyond the region* and, secondly, enhance the links *within the region*. For new developments, connecting infrastructure and services need to be identified and delivered before sites are completed to give the best opportunity for sustainable habits to become embedded.

The iRSS also outlines that local authorities will aim to ensure that there is a sufficient supply of housing land to meet the housing land requirements set out in NPF4 and indicated in Table 2.2. Development policy will promote brownfield sites and set minimum levels of density appropriate to urban and edge of urban sites, to promote better public transport and active travel provision and more sustainable neighbourhoods, i.e., where the density supports a level of local services, public transport and employment opportunities.

Falkirk and Clackmannanshire Councils are working with Stirling Council on the preparation of an RSS for the Forth Valley area. An iRSS was submitted to the Scottish Government to inform the development of NPF4. This is based around a polycentric approach that notes the strategic relationships across the wider area and linking role that the region plays in central Scotland. This is illustrated in Figure 2.4. From a connectivity perspective the iRSS focuses on decarbonising transport through the provision of an electric vehicle charging network, active travel and supporting transport infrastructure, as well as digital infrastructure. In terms of housing, it is highlighted that the NPF4 response to housing targets across the region will influence how the final RSS addresses housing need and demand. However, Falkirk is a distinct housing market area with a closer relationship between Stirling and Clackmannanshire areas.

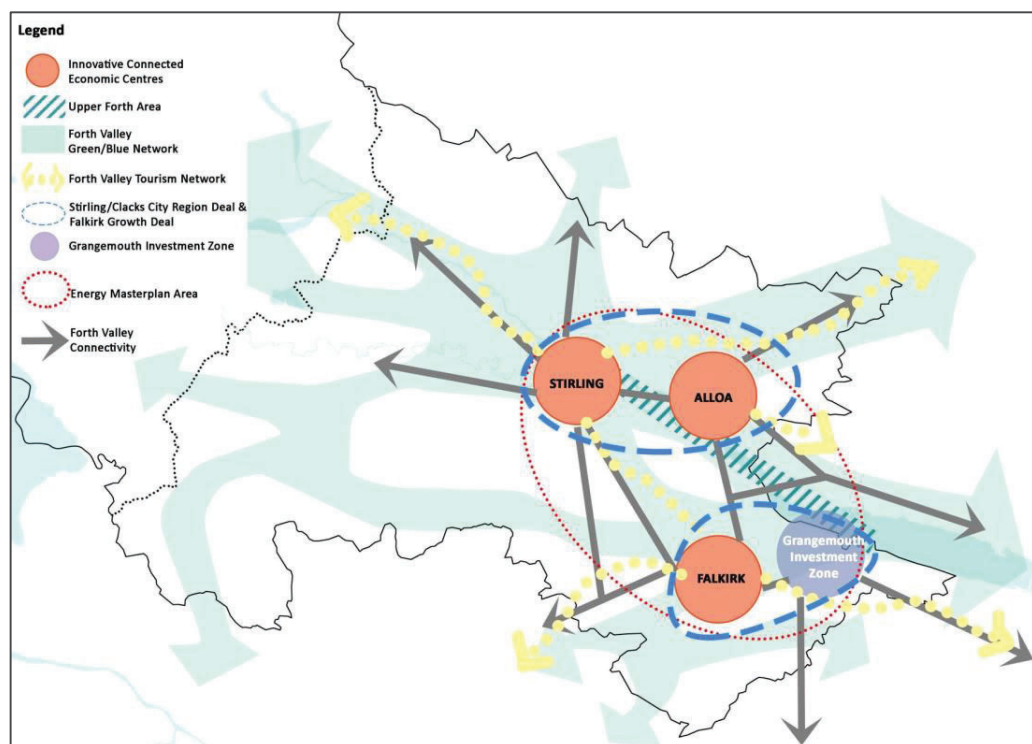


Figure 2.4 Forth Valley iRSS Overall Strategy

Furthermore, in September 2021 the Edinburgh and South-East Scotland Regional Prosperity Framework was approved by Joint Committee. The framework builds on the regional partnership that is delivering the £1.3bn Edinburgh and South-East Scotland City Deal. A series of future regional priorities have been identified based on supporting the region to flourish, encouraging innovation, and supporting resilience. Some major regional opportunities have been identified through the framework development process, each aligning with one or more of these themes. Two major opportunities directly relate to transport which are:

- The creation of sustainable mixed communities and new destinations and attractors across the region. This will be achieved through regeneration and new development with the intention of increasing job density, amenities and housing options as well as providing services and infrastructure within more self-contained 20-minute neighbourhoods.
- Promoting sustainable transport and mobility to reduce car dependency and the need to travel unsustainably right across the region, by delivering key aspects of the National and Regional Transport Strategy such as interconnected cross boundary active travel links and better infrastructure for public transport provision. A new mindset is needed which recognises the essential contribution that rural and less urbanised parts of South East Scotland make to the economy and society. We will provide affordable, coordinated public transport options for those who live in transport poverty for access to employment, training, and education opportunities.

Moreover, City Region and Growth Deals have been signed for Stirling and Clackmannanshire, Falkirk and Borderlands. When combined with that for Edinburgh and South East Scotland, these will deliver well over £1bn worth of investment in infrastructure, innovation and skills in the region including £10m for investigating extension of the Borders railway. This investment is designed to unlock economic growth and to tackle inequality and deprivation.

Interlinking with the above policy landscape is the Strategic Transport Project Review 2 (STPR2) which provides transport investment priorities for Scottish Ministers to 2042. A total of 45 recommendations were developed. Relevant interventions here include:

- **Edinburgh & South East Scotland Mass Transit (12):** A mass transit system for the region which would provide more public transport options for cross-boundary travel. The system would focus on key corridors of demand and disadvantaged areas with greatest dependence on public transport.
- **Provision of strategic bus priority measures (14):** Reallocation of road space on local / trunk road networks. Includes progression of plans on the M8, the CAVForth Project between Fife and Edinburgh and appraisal of interventions on the M90 and A90
- **Edinburgh/Glasgow-Perth/Dundee Rail Corridor Enhancements (17):** A programme of enhancements to improve journey times and line capacities. Subject to business case processes, improvements could include Greenhill Junction and Edinburgh western station approaches.
- **Rail Decarbonisation (25):** Priorities for rail decarbonisation include the Borders and Fife -> [Perth] -> Dundee -> Aberdeen -> Dyce lines
- **Sustainable access to Grangemouth Investment Zone (39):** Multi-modal improvements that will enable sustainable access to the area

- **Trunk Road and Motorway network renewal for reliability, resilience, and safety (32):** A co-ordinated programme of planned renewal and refurbishment includes focus on maintaining the M8 and strengthening major bridges (including Kincardine Bridge)
- **Major Station Masterplans (43):** Improvements to the functionality, capacity, ambience and intermodal connectivity of Edinburgh Waverley
- **High speed and cross border rail enhancements (45):** Improvement to inter-regional train lines. Includes upgrades to East Coast Mainline

It should be noted that the non-location specific interventions also have relevance for the SEStran region. These can be grouped into the themes below:

- Improving Active Travel Infrastructure
- Influencing Travel Choices and Behaviour
- Enhancing Access to Affordable Public Transport
- Decarbonising Transport
- Increasing Safety and Resilience on the Strategic Transport Network
- Strengthening Strategic Connections.

These interventions will have a transformative impact upon the way people and goods travel within and beyond the SEStran region – helping achieve national environmental and economic policy goals.

The RTS has been developed at a time when significant national and regional policy proposals are being brought forward. At the national level, STPR2 and NPF 4 will fundamentally alter transport across Scotland and help deliver net zero ambitions. Whilst at the regional scale, the various iRSSs and City Region and Growth Deals will redefine the spatial and economic landscape of the SEStran region. It is within this land-use planning and economic development context that the RTS has been developed, ensuring synergy between the RTS and the wider land-use and transport context.

2.3 TRAVEL BEHAVIOUR CHANGE

There is a long-term trend of people making fewer trips, as reflected in the DfT's long-running National Travel Survey. On average people are making 13% fewer trips per annum compared to the mid-1990s. All of the main travel purposes have seen a decline, with only education and some of the less frequent leisure trip categories seeing an increase. The average distance travelled has declined at a lower rate (7%) meaning that the average trip length has increased over this period. Reflecting this, average trip duration has also increased from 20 to 23 minutes. At the UK level, this reduction in travel per person has been offset by growth in population of 15% over this period. Population growth has therefore been the main driver of growth in travel, offsetting the reductions in travel at the individual level. Population projections are therefore a key element of thinking in the RTS development process and were discussed further in Section 2.1.

More recently travel patterns have been influenced by the COVID-19 pandemic with potential long-term implications for how, where, when and how often people travel. This is discussed in Chapter 17.



Transport Challenges in the Region

SEStran 2035 Regional Transport Strategy

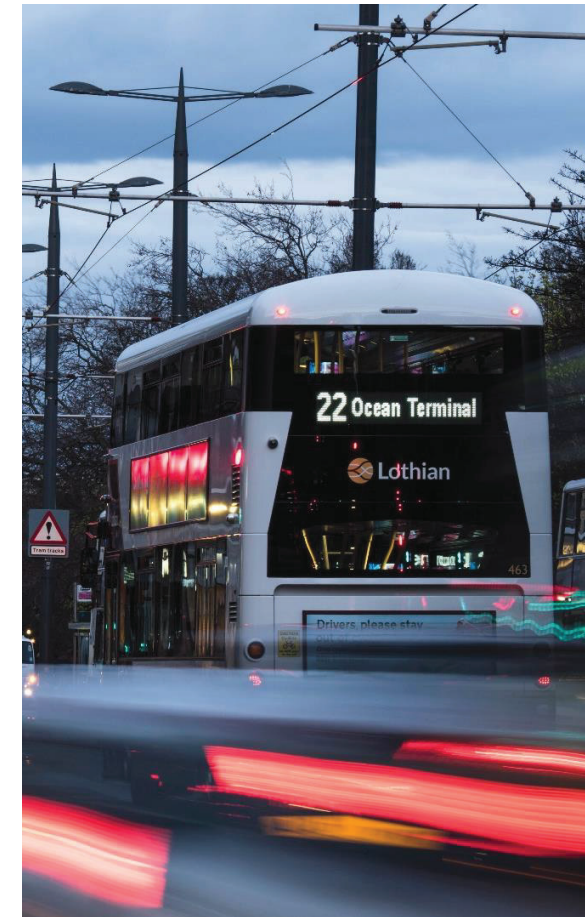
3.0 TRANSPORT CHALLENGES IN THE REGION

3.1 DEFINING TRANSPORT PROBLEMS

Developing the RTS starts from a set of transport problems and, to a lesser extent, transport opportunities. To be meaningful to the public, the transport problems which the RTS is aiming to address must reflect problems experienced in everyday life by individuals, organisations, and businesses in the SEStran area. These vary across the region with those being experienced in rural areas often differing from those in urban areas.

From a **user perspective**, these transport problems will impact on individuals and groups (including those with protected characteristics), but are likely to be related to a relatively small number of parameters which define any travel such as:

- cost of travel (especially relative to disposable income)
- lack of public transport connectivity, low service frequency or no service at all especially in rural areas
- confusing travel information
- multiple ticket types and different tickets per mode or operator
- personal security / safety
- physical accessibility of services, poor supporting infrastructure (particularly in rural areas) to support travel and interchange
- punctuality of travel (public transport punctuality / congestion making road-based journey times unreliable)
- quality and comfort of journey
- reliability of travel (cancellation of public transport services)
- requirement for excessive interchange
- travel time (relative to other modes)
- poor digital infrastructure in rural areas to support RTP1 and mobile journey planning and ticket purchase



As shown in the **Problems Framework** illustrated in Figure 3.1, these transport problems as experienced by the user:

- can usually be traced back to a **root cause**, associated with the transport supply-side which in turn informs the identification of Transport Planning Objectives and options
- can have a **travel choice consequence**, e.g., use of less sustainable modes, journeys not being made
- have a wider **societal consequence**, e.g., economic (e.g., wasted time), environmental (e.g., emissions), health & wellbeing (e.g., reduced levels of walking), social (e.g., exclusion from employment opportunities)

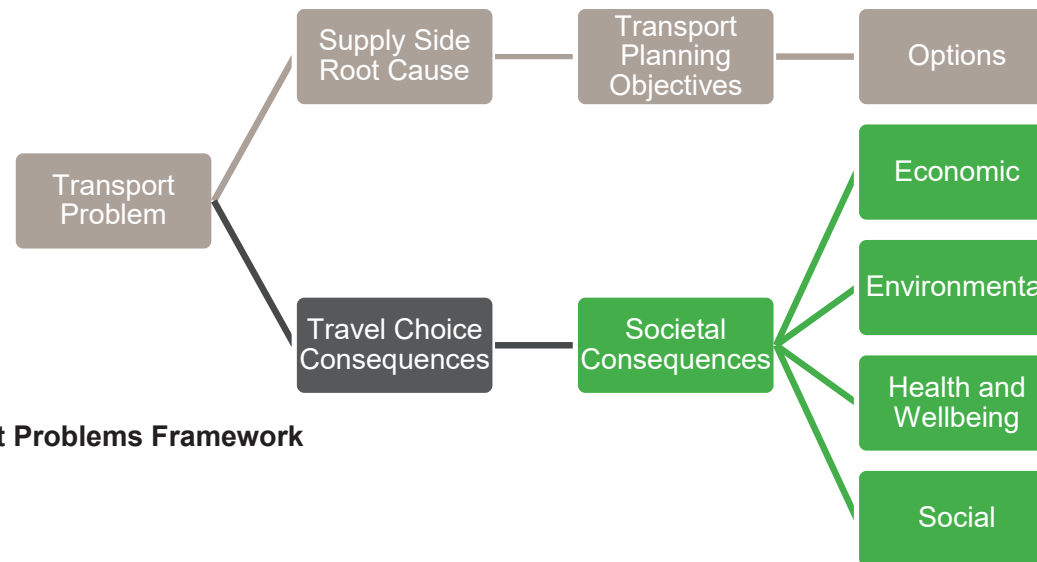


Figure 3.1 Transport Problems Framework

This Framework has been used to organise and present the transport problems to be addressed in the RTS. These have been identified from a range of sources including:

- **Main Issues Report:** SEStran published a RTS Main Issues Report in June 2020. This was substantially prepared prior to the COVID-19 pandemic and therefore primarily reflects pre-pandemic problems and issues although consideration was given to anticipated impacts.
- **Policy Review:** Over 90 local, regional and national policy documents were reviewed spanning transport, land-use planning, economic development, health, energy, digital connectivity and the environment
- **Stakeholder Engagement:** Over 130 stakeholders were invited to participate in consultation either through workshops, individual meetings or by responding to briefing notes. In total 11 workshops and 21 meetings took place and 62 written responses were received.

- Edinburgh & South East Scotland City Region Deal – Workforce Mobility Project survey report Surveys 2021.
- **Public Consultation:** A public survey was undertaken online over a six-week period between Monday 8th March 2021 and Monday 19th April 2021. This explored pre-pandemic travel patterns, anticipated post-pandemic travel behaviour along with the reasons for these travel choices. In total 998 responses were received.
- **Case for Change Consultation:** The STAG Case for Change was subject to a four-week public consultation period between 29th June 2021 and 26th July 2021. Responses were collected via an online survey with a total of 21 responses being received.
- In accordance with statutory requirements, **Strategic Environmental Assessment (SEA)** and **Equalities Impact Assessment (EqIA)** processes are being undertaken to respectively assess likely significant environmental impacts and apply relevant equalities duties throughout the RTS development process.

The following problems have been identified through this process and form the basis of the policies and actions defined in the RTS. In addition, these has been defined and appraised in accordance with the requirements of STAG and taking into account the policy framework provided by NTS 2. Key guiding principles throughout this process have been the Sustainable Transport Hierarchy and the Sustainable Investment Hierarchy.

All Modes

The following problems are common to all modes of transport and are experienced by users regardless of how they choose to travel. On this basis they need to be considered in relation to all modes of transport.

1. Those living in new developments or travelling to new developments can have long journeys and / or implied car use to undertake day to day activities: there has been a lack of integration between land-use and transport planning which has led to car dependency for accessing many new developments. Significant land-use development is planned for the region, and this requires careful integration with transport to ensure that sustainable transport provision is planned and delivered from the outset.

2. Use of the transport system brings the risk of collisions and personal injury: whilst the number of road collisions has been declining over recent years there is still a risk of injury on the road network. Modes of transport which do not utilise the road network (e.g., air, rail, sea) present a significantly lower risk of injury or collision but nonetheless this must still be taken into account.

Active Travel

Walking and cycling are the most appropriate mode of transport for short journeys. However, analysis has shown that whilst walking was the main mode used for 23% of all journeys in the SEStran region it was only 2% for cycling. This can be linked to the fact that two thirds of households in the SEStran region have no access to a bicycle.



Consultation with active travel groups highlighted that the main barriers to walking and cycling are safety, accessing bikes and a lack of dedicated infrastructure whilst maintenance costs are also a key concern for the infrastructure providers. The lack of cross boundary cycling routes was also raised as a concern along with physical barriers like the Edinburgh City Bypass and River Forth. The public highlighted the quality of walking paths and degree of segregation from traffic when cycling as the factors they were least satisfied with. Additionally, some stakeholders noted that the weather and low temperatures are both factors which affect the seasonal patterns of walking and cycling.

3. Many do not find cycling a realistic option: low levels of cycling are indicative of the fact that it is unattractive to many potential users. A lack of access to bikes and poor integration across networks are key barriers to greater cycling.

4. Walking or wheeling is not an attractive option for some short journeys: whilst levels of walking are higher than cycling, it still remains unattractive to many with over a quarter of people in the region not using walking as a mode of transport on a regular basis. This is likely to be particularly the case for people who face mobility impairments or disabilities which make walking or wheeling challenging.

Public Transport

Analysis of bus journey times across the region highlights that they can be up to five times longer than the equivalent car journey time at peak periods, whilst road journey times show there is a high degree of variability between peak and off-peak periods. This affects the attractiveness of bus services, particularly longer bus trips. Lothian Buses highlighted that their problems include congestion, road space allocation and service



reliability whilst congestion was also acknowledged as a key factor affecting buses by City of Edinburgh Council, Falkirk Council and Fife Council which impacts on the viability of smaller bus operators in particular. It also impacts on the efficiency and attractiveness of rural services which access the city centre, when compared to cars. Rural operators highlight that rising costs of operating services on high mileage routes between rural conurbations, continued uncertainty in farebox revenue following COVID-19 and the increasing reliance on public funding to remain in operation. The challenge faced is to speed up journey times to encourage people to use public transport and to make journeys more integrated and connection across all public transport modes including better multimodal ticketing between operators.

Analysis also found that some public transport journeys between the main settlements across the region require up to three interchanges whilst others cannot be undertaken at all within a two-hour time period. Interchange and long journey times are known to be significant barriers to public transport use which will undoubtedly cause people to choose alternative modes for these journeys. Furthermore, a number of locations have been identified which suffer from a combination of deprivation and poor public transport connectivity to healthcare, employment and education, relative to other areas of similar geographical type, therefore covering urban and rural areas.

The findings from passenger satisfaction surveys highlighted that around 20% of passengers have difficulty with the levels of crowding and availability of seating on train services. These findings reflect pre-COVID-19 circumstances and may therefore change as a result of the pandemic, so peak hour crowding on public transport services is a problem that will require ongoing monitoring. Network Rail and ScotRail highlighted that there are capacity issues on the Fife Circle and Borders Railway, but that capacity related infrastructure projects have taken a step back due to post-pandemic uncertainty. There is also a pinch point at Edinburgh Waverley and Haymarket stations resulting from Portobello junction and Abbeyhill junction. Problems with capacity on the East Coast Main Line through East Lothian were also raised by stakeholders.

The survey also highlighted value for money of rail services as a concern for nearly half of respondents. This along with the findings from a similar survey of bus users which suggests that a quarter of people are dissatisfied with the value for money provided by bus services highlights a potential issue with public transport. Fife Council highlighted that the cost of rail travel is often felt to be disproportionately high in the area. Affordability of transport is a key factor affecting those on low incomes with those in lower income households more likely to travel by bus while people in higher income households are more likely to drive or take the train.

Access to the public transport network can also be challenge for some. Analysis of Scottish Household Survey data identified that 23% of the population of the region have a limiting long-term physical or mental health condition whilst 19% are over the age of 65 with significant growth in elderly population anticipated in the future. These groups along with others like those with disabilities, the mobility impaired and parents with pushchairs can experience physical barriers to accessing public transport networks and services which was highlighted as a particular concern by stakeholders at the active travel workshop, citing the need for step free access at stations. Fife Council outlined that some stations in their

area are not compliant with the Equality Act 2010, which prohibits discrimination, harassment and victimisation of people who possess a protected characteristic.

Up to a third of bus passengers and a quarter of train passengers do not feel safe when travelling by public transport in the evening. These problems are particularly acute for the most vulnerable groups including the young, elderly, disabled, women and ethnic minorities. In addition, some users also have difficulty accessing public transport information. This is also likely to be a problem for infrequent or non-public transport users who are less familiar with where and how to access public transport information.

- 5. Peak period bus-based journey times can be much longer than off-peak:** peak period congestion causes delays which make journey times longer
- 6. Peak period bus-based journey times can be much more variable than off-peak:** as well as being longer, journey times are more variable and less reliable at peak periods which can make buses unattractive particularly when people need to travel to and from work
- 7. Some direct public transport journey speeds are slow so journey times are substantially longer than going by car:** this makes public transport unattractive compared to car for many trips
- 8. Some travel by public transport requires interchange(s) – adding to journey times, access issues, inconvenience and cost:** this also makes public transport unattractive when people cannot make a direct journey between their origin and destination
- 9. People can't get a seat on some public transport services:** overcrowding on public transport may only be perceived as an inconvenience for many but for some could lead them to choose to travel by car instead. This is particularly the case for vulnerable groups who may have mobility impairments or additional requirements such as parents with pushchairs.
- 10. Travel by bus or rail is unaffordable for some particularly the unemployed or those on low incomes:** these groups are also likely to be those most dependent on public transport.
- 11. Some journeys cannot be made by public transport:** a lack of connections mean some journeys are not possible by public transport at all, or within a reasonable timescale and is evidenced by higher car ownership in remote rural areas. This means that in rural communities and sub-urban settlements there is no alternative transport option to the private car which affects access for work, healthcare, education, training, wellbeing and social activities.
- 12. Physical access to, and use of the public transport network is a problem or not possible for some users like the elderly, those with disabilities, parents with pushchairs and mobility impaired:** who may be amongst those who are most dependent on public transport to access essential services and can also be those who face the greatest physical barriers to using it
- 13. Vulnerable groups (e.g., young, elderly, disabled, women, ethnic minorities, etc.) not feeling safe on public transport:** these groups are often those who feel the most unsafe when using public transport which can discourage them from using it particularly in the evenings

14. People do not have full awareness of their public transport options: people that do not know how to find public transport information will not know what services they could potentially make use of. This is likely to be a particular problem for those with learning difficulties or that have a sight or hearing impairment which may make accessing public transport information more challenging.

Mixed Mode

Stakeholders highlighted that there are barriers to combining the use of public transport and bikes. The active travel workshop attendees outlined that it was important to integrate bike with bus and train in terms of parking and space on vehicles whilst Fife Council and Scottish Borders Council outlined that there are issues with taking bikes on buses and trains. Stakeholders also emphasised that there is a lack of integrated ticketing and no single source for journey planning for transport across the region. These fragmented sources of data cause problems in terms of the integration between transport modes, which makes it more difficult to make multi-modal journeys in the SEStran region.

Furthermore, Scottish Borders Council and existing Demand Rapid Transport users highlighted that the inconsistent quality of broadband and mobile connectivity is constraining the development of digital transport information and service platforms. Real Time Passenger Information infrastructure, customer's mobile travel planning and ticket purchasing and future MaaS and DRT, rely on digital connectivity. These initiatives can only be delivered fairly across the region if rural connectivity is improved to match that of the urban areas.

Rail patronage has grown considerably at the majority of stations across the region. This has had a corresponding impact on the demand for Park and Ride. Clackmannanshire Council, Falkirk Council, Fife Council and West Lothian Council all highlighted that many station car parks are operating at capacity.

15. Combining cycling and public transport use is not possible: few buses and trains have facilities to carry bikes whilst those that do have low capacity which creates a degree of uncertainty for users

16. Preferred Park and Ride station cannot be used due to lack of parking during commuter (i) peak and (ii) inter peak: some station car parks are full at the beginning of the AM peak and remain so throughout the day meaning there is no capacity available for people travelling later on. This leads to people choosing to use other modes instead or to drive further to reach less popular Park and Ride sites.

Freight

Road-based freight suffers from some similar problems to public transport in that it suffers from delays and long journey times caused by congestion on the network, and without the level of priority given to public transport. Analysis found that off-peak journey times can often be much quicker than peak journey times and the latter are subject to more variability.

It was also suggested by road freight operators and industry representatives that there is insufficient formal lorry parking in the region, affecting drivers' ability to properly rest, and potentially resulting in inappropriate parking. Tired drivers are more likely to have collisions and with freight vehicles being larger and heavier this has more chance of resulting in severe injuries or fatalities. There are currently eight driver rest areas in the region.

The commercial vehicle fleet is also heavily dependent on fossil fuels with only a small proportion being ULEVs. Whilst the switch to alternative fuels is underway for private vehicles, this is more difficult to achieve for commercial vehicles as electric vehicle technology has not advanced sufficiently yet to provide a viable alternative to fossil fuels.

Constraints on the rail network including discrepancies in gauge clearance limit the scope to transfer more freight to rail although there are some rail freight facilities in the region. In particular, Forth Ports outlined that they are trying to develop Grangemouth as a rail freight hub.

Whilst Forth Ports account for 43% of the total freight through Scottish ports with a high proportion of exports in 2018 (76% of total freight through these ports) the withdrawal of the DFDS freight ferry service from Rosyth to Zeebrugge in 2018 has left the region and Scotland as a whole with no direct ferry service to the EU, restricting trade links.

17. In places, peak period commercial vehicle-based journey times can routinely be much longer than off-peak: congestion causes delays to freight vehicles which increases supply chain costs and reduces productivity

18. Peak period commercial vehicle-based journey times can be much more variable than off-peak: unreliable journey times affect the ability to deliver a 'just in time' service affecting supply chains across the economy

19. Cost and practicality of rail freight prevents widespread use: the fixed nature of the rail network makes it impractical for some freight movements

20. Commercial vehicle drivers have limited options for secure parking and rest: whilst rest facilities are available these are insufficient and not always located in the most convenient locations

21. Commercial vehicles are currently reliant on fossil fuels in the absence of viable / cost effective alternatives: ULEV technology has yet to provide a viable alternative for commercial vehicles affecting the ability to decarbonise the sector

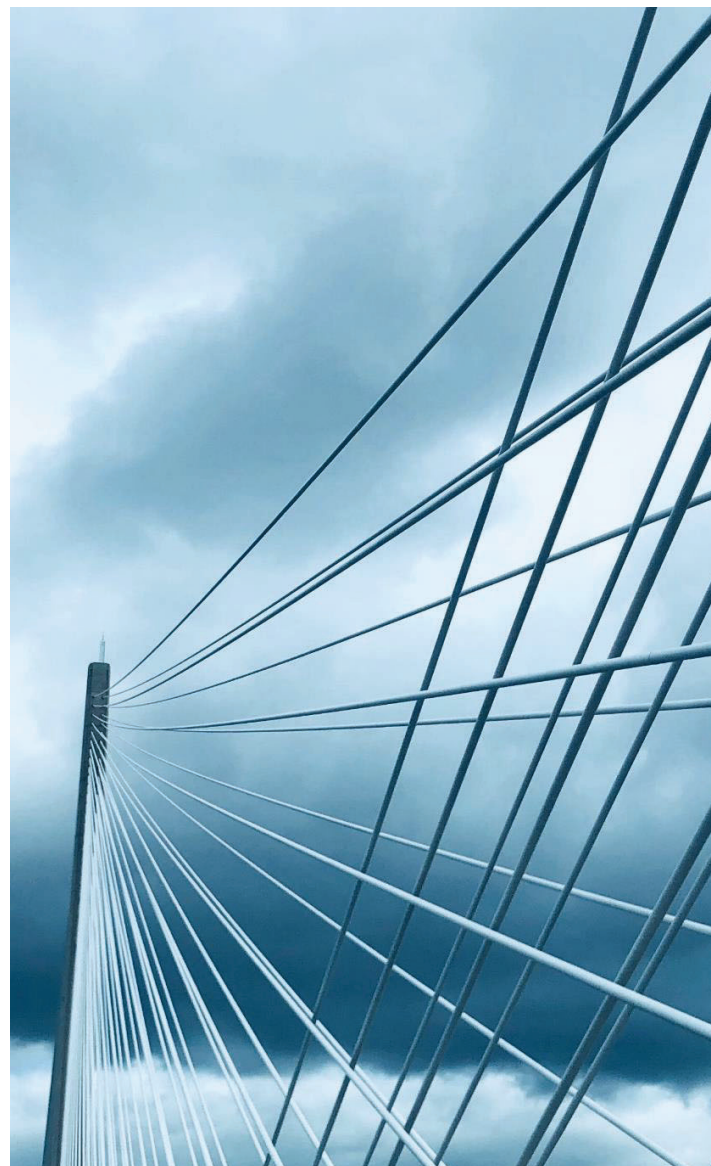
22. Direct sea-based international connectivity is poor: there is no ferry service between Scotland and the EU since the withdrawal of the DFDS freight ferry between Rosyth and Zeebrugge in 2018

Car

Car journey times suffer from the same delays on the road network as buses particularly at peak periods. Analysis has shown the variability between peak and off-peak journey times, and that peak journey times can be much longer than their off-peak equivalent. Falkirk Council highlighted that most of their transport problems were related to peak-time congestion and that this is especially an issue on the Camelon corridor. City of Edinburgh Council highlighted the problem of congestion on the A90 which also impacts on buses whilst Fife Council outlined a related problem of congestion on the Forth crossings.

Travel around the region by road can also be slow where some journeys can take over two and a half hours. This illustrates both the size of the region and the fact that, in some areas, the network is still of a low standard. In addition, Fife Council and Scottish Borders Council both highlighted that tight maintenance budgets impact upon the ability to provide a high-quality road network.

Analysis of the public survey results showed that parking costs are a source of dissatisfaction for 45% of respondents across the region with this rising to over half in some parts such as Midlothian. The public survey also highlighted that 38% of respondents were dissatisfied with parking availability in the region. Fife Council outlined that parking is generally operating at capacity in areas at peak times highlighting that there can be a lack of available parking as a result. City of Edinburgh Council suggested that this leads to parking outside the controlled zones. This can be inconvenient for those trying to park whilst also having a negative impact on areas that are affected by overspill parking. Falkirk Council also highlighted that much of the parking provided in town and city centres is privately owned meaning they have no direct control over it. This shows that parking is a problem faced by all local authority areas but highlights that it is to a varying extent across the SEStran region with differing impacts in rural and urban areas.



Fleet transition from fossil fuels to ULEVs also faces barriers. The low proportion of ULEVs owned in the region (0.6% in 2019) highlights that these are yet to be mainstreamed. Analysis also highlighted the low number of electric vehicle charging points in the region which underlines why they are currently not seen as being a practical option for many. Fife Council and Scottish Borders Council both identified another barrier in that SP Energy Networks note significant issues with the capacity of the electricity grid which could lead to issues for provision of adequate charging infrastructure. City of Edinburgh Council also highlighted a problem for urban residents who live in flats not being able to charge their cars. Finally, whilst the total lifetime costs of an electric vehicle are less than an equivalent petrol vehicle, the higher initial outlay for the vehicle will remain a barrier for some who cannot afford it, or that do not consider the whole lifetime cost of owning and operating the vehicle.

23. In places, peak period car-based journey times can routinely be much longer than off-peak: peak period congestion causes delays which make journey times longer

24. Peak period car-based journey times can be much more variable than off-peak: as well as being longer, journey times are more variable and less reliable at peak periods which may contribute to people being late for work or appointments, or having to build in additional time for their journeys

25. High cost of town / city centre parking: dissatisfaction with parking charges may lead people to choose not to travel, or to switch their destination to an edge/out-of-town location which they know offers free parking rather than travelling in to town or city centres

26. Lack of availability of parking is inconvenient: this creates a mismatch between supply and demand leading to frustration with people potentially favouring locations where they are confident of being able to get parked

27. Road-based travel on the regional road network, including some external links (including ports and airports) can be slow even when traffic volumes are relatively low: some journey times are unattractive due to poor quality roads, lack of overtaking opportunities etc. making travel around the region difficult

28. Electric car operation and ownership not practical for all: constraints around provision of charging infrastructure exist which could inhibit the uptake of electric vehicles

29. Cost of electric cars is higher than equivalent ICE cars and too expensive for many at present: whilst total lifetime costs are less than petrol cars, the initial outlay for an electric car is significantly higher which could present a barrier to their uptake unless this differential is eliminated, increasing inequality of access

Sitting above a number of the transport problems is the major negative societal consequence generated by unsustainable travel behaviour and high levels of dependence on carbon emitting fossil fuels which drive transport's contribution to the global Climate Emergency. On this basis, responding to the Climate Emergency and enhancing environmental quality are also fundamental matters to be addressed through the RTS.

3.2 RTS CONSTRAINTS

One main constraint has been identified through the process of developing the RTS which has emerged through the stakeholder engagement process and by undertaking a review of what has been achieved since the initial SEStran RTS was published in 2008. This document set out an ambitious plan for a range of cross-boundary schemes and interventions which required an integrated approach across a range of industry partners for their successful delivery.

However, upon review of the previous RTS and the refreshed version published in 2015, it was identified that limited progress had been made towards delivering many of the cross-boundary schemes that had been identified. This was largely attributed to difficulties with the existing delivery mechanisms and in coordinating cross-boundary and multi-partner schemes. In addition, given SEStran's position as a 'Level 1' Regional Transport Partnership (and the limited statutory powers this conveys) along with a lack of dedicated funding to support delivery of the RTS, it was highlighted that the current regional governance arrangements present a constraint to the delivery of cross-boundary schemes and interventions emerging from the RTS.

As part of development of the National Transport Strategy 2, work to review transport governance was undertaken by the 'Roles and Responsibilities Group'. The review also recognised this barrier to delivery. The Roles and Responsibilities Group continue to consider this issue and until a decision or direction is given this barrier could continue to affect the ability for SEStran and its partners to deliver cross-boundary and multi-partner schemes that emerge from the new RTS.

However, the Transport (Scotland) Act 2005 (2005 Act) allows for arrangements and associated functions that could be developed for cross boundary or multi partner RTS schemes which can be agreed and brought into effect through the provisions of sections 10 and 14 of the 2005 Act. SEStran, in consultation with its constituent authorities and other stakeholders, will consider use of these powers as appropriate in relation to such schemes.

3.3 RTS OPPORTUNITIES

The COVID-19 pandemic has had wide ranging repercussions on society, with travel behaviours being one aspect which has potentially been permanently altered during this time. The result of various lockdowns and restrictions on travelling has been a dramatic shift to homeworking for many and thus has significantly impacted commuting patterns, particularly to locations with high numbers of 'location independent' jobs.

The high number of jobs which are now able to be conducted remotely means that there are fewer people commuting out of more rural areas to larger towns and cities. This shift could offer economic opportunities for more local centres as there is more money being spent locally rather than in town and city centres. There is still significant demand for travel within rural areas for other types of employment.

As more people stay within rural areas within the SEStran region, there is scope to promote the '20-minute neighbourhood' concept to sustainably access goods and services locally within an acceptable radius of where they live. However, further development of the concept is needed to link rural neighbourhoods/communities together. This would go some way in achieving the 20% reduction car kilometres target set by the Scottish Government and may encourage there to be increased footfall for local businesses rather than the larger retail centres. This would generate more revenue for local urban centres within the region although would have knock-on impacts for larger retail centres.



Vision & Strategy Objectives

SEStran 2035 Regional Transport Strategy

4.0 VISION & STRATEGY OBJECTIVES

4.1 VISION

The vision for the RTS has been developed to reflect new national, regional and local policy priorities. It sets out the type of region we want the South East of Scotland to be and how transport can contribute to achieving that for everyone. The vision also shapes the strategy objectives by providing a high-level context and long-term focus for the strategy.

A South-East of Scotland fully integrated transport system that will be efficient, connected and safe; create inclusive, prosperous, and sustainable places to live, work and visit; be affordable and accessible to all, enabling people to be healthier; and delivering the region's contribution to net zero emissions targets.

Alongside this is SEStran's aim as an organisation, which is to make sustainable modes of transport easier, more appealing to use and more accessible.



4.2 STRATEGY OBJECTIVES

Drawing upon the problems outlined in Chapter 3 a series of 29 Transport Planning Objectives (TPOs), each linked to a specific problem, were identified. These were subsequently used to define four Strategy Objectives which provide the transformative strategic framework for the RTS to provide a step change for transport in the region. These are set out below along with the societal outcomes that they will deliver. Key Performance Indicators (KPIs) linked to the Strategy Objectives that can be used for the purposes of monitoring and evaluation of the strategy are provided in Chapter 19.



Table 4.1 compares the Strategy Objectives to NTS 2's Priority Outcomes, highlighting the close relationship between them.

Table 4.1: Mapping of Strategy Objectives to NTS 2 Priority Outcomes

National Transport Strategy 2 Priorities	Strategy Objective 1: Transitioning to a sustainable, post-carbon transport system	Strategy Objective 2: Facilitating healthier travel options	Strategy Objective 3: Transforming public transport connectivity and access across the region	Strategy Objective 4: Supporting safe, sustainable and efficient movement of people and freight across the region
Reduces inequalities				
Will provide fair access to the services we need			✓	✓
Will be easy to use for all			✓	
Will be affordable for all	✓		✓	
Takes climate action				
Will help deliver our net-zero target	✓	✓		
Will adapt to the effects of climate change	✓			✓
Will promote greener, cleaner choices	✓	✓	✓	✓
Helps delivery inclusive economic growth				
Will get people and goods to where they need to get to			✓	✓
Will be reliable, efficient and high quality			✓	✓
Will use beneficial innovation	✓	✓	✓	✓
Improves our health and wellbeing				
Will be safe and secure for all	✓			✓
Will enable us to make healthy travel choices		✓		
Will help make our communities great places to live	✓	✓	✓	✓

4.3 REGIONAL MOBILITY THEMES

Following on from the Strategy Objectives a set of Regional Mobility Themes were defined which collate the options that have been demonstrated to contribute to the delivering the objectives under a series of relevant headings. These are:

- 1. Shaping development and place
- 2. Delivering safe active travel
- 3. Enhancing accessibility of public transport
- 4. Transforming and extending the bus service
- 5. Enhancing and extending rail services
- 6. Reallocating road-space on the regional and local network
- 7. Delivering seamless multi-modal journeys
- 8. Decarbonising transport
- 9. Facilitating efficient freight movement and passenger travel
- 10. Working towards zero road deaths and serious injuries
- 11. Reducing car kilometres
- 12. Responding to the post COVID-19 world

The Regional Mobility Themes have been mapped against the Strategy Objectives in Table 4.2 which shows the relationships between the two.

Table 4.2: Mapping of Regional Mobility Themes to Strategy Objectives

Regional Mobility Themes	Strategy Objective 1: Transitioning to a sustainable, post-carbon transport system	Strategy Objective 2: Facilitating healthier travel options	Strategy Objective 3: Transforming public transport connectivity and access across the region	Strategy Objective 4: Supporting safe, sustainable and efficient movement of people and freight across the region
Shaping development and place	✓	✓		✓
Delivering safe active travel	✓	✓		
Enhancing accessibility of public transport	✓		✓	✓
Transforming and extending the bus service	✓		✓	✓

Regional Mobility Themes	Strategy Objective 1: Transitioning to a sustainable, post-carbon transport system	Strategy Objective 2: Facilitating healthier travel options	Strategy Objective 3: Transforming public transport connectivity and access across the region	Strategy Objective 4: Supporting safe, sustainable and efficient movement of people and freight across the region
Enhancing and extending rail services	✓		✓	✓
Reallocating roads space on the regional and local network	✓	✓	✓	
Delivering seamless multi-modal journeys	✓	✓	✓	✓
Decarbonising transport	✓			
Facilitating efficient freight movement and passenger travel			✓	✓
Working towards zero road deaths and serious injuries				✓
Reducing car-km	✓			✓
Responding to the post COVID-19 world	✓	✓	✓	✓

The Regional Mobility Themes form the structure for the RTS and are set out in the chapters following the Spatial Strategy. More detail on specific initiatives and actions associated with each theme are contained in each of the Regional Mobility Themes, chapters 6 to 17.

The Spatial Strategy which follows provides a geographic context for the Regional Mobility Themes, as well as setting out two themes which are important to be addressed in order to deliver transformative change to the way people travel to, from and within the region.



Spatial Strategy

SEStran 2035 Regional Transport Strategy

5.0 SPATIAL STRATEGY

5.1 SPATIAL CONTEXT

The RTS sets out a range of policies and actions which will shape investment in, and the management of transport in the region for the next 10 to 15 years. Crucially, in response to the Climate Emergency the Scottish Government has set a target to reduce car traffic levels (car km) by 20% by 2030. This is a fundamental point for the RTS to address and it is therefore important to understand car-based travel in the SEStran area to appropriately focus initiatives aimed at reducing car-km. Whilst providing a framework for all travel and transport in the region, the RTS has a particular focus on **regional travel**, i.e., travel *between* local authorities as opposed to travel wholly *within* local authority areas. To understand this, although now dated, the census of 2011 provides the most comprehensive and detailed picture of (pre COVID-19) *commuting travel* in the SEStran region – this is taken as a proxy for all travel for the purposes of analysis here. Typically, commuting sees a higher share of public transport than for other travel so if anything, this may underestimate the scale of the ‘problem’.

How significant is regional travel?

The chart in Figure 17.5 Figure 5.1 shows the total volume of commuting trips (by all modes) within the SEStran area by main geographical movement. The highest volume of commuting (36%) was *within SEStran local authorities excluding Edinburgh* (e.g., within Fife) with a further 31% of trips being *within Edinburgh*. Commuting *between* local authorities accounts for the remaining **one third** of all commuting wholly within the SEStran area. The dominance of Edinburgh as an employment centre is obvious though, with Edinburgh the destination for around 45% of all commuting trips amongst SEStran residents. **Total commuting by all modes within the SEStran area can be thought of as roughly in thirds – 1/3 within Edinburgh, 1/3 within the other seven council areas, and 1/3 between the eight council areas.**

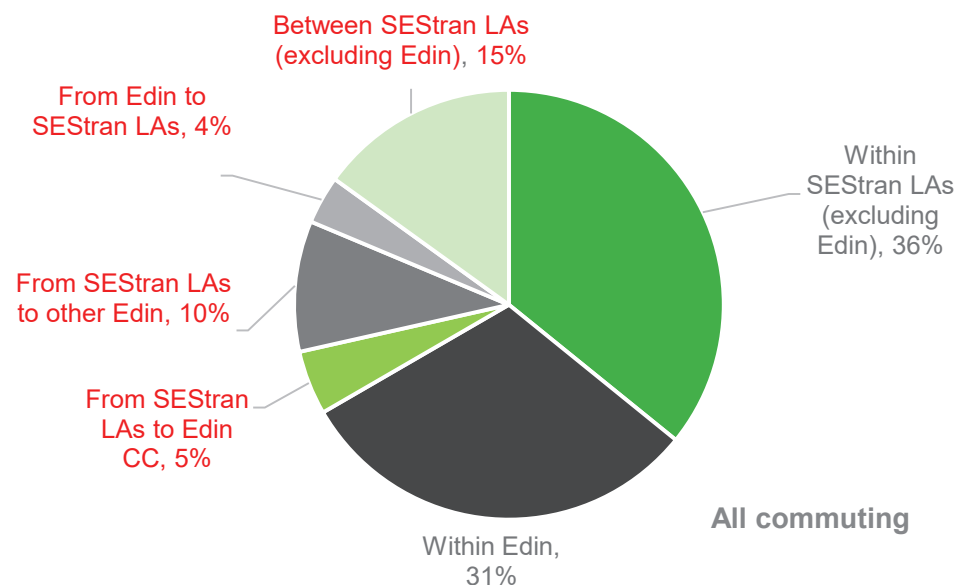


Figure 5.1 Commuting by All Modes within SEStran Region

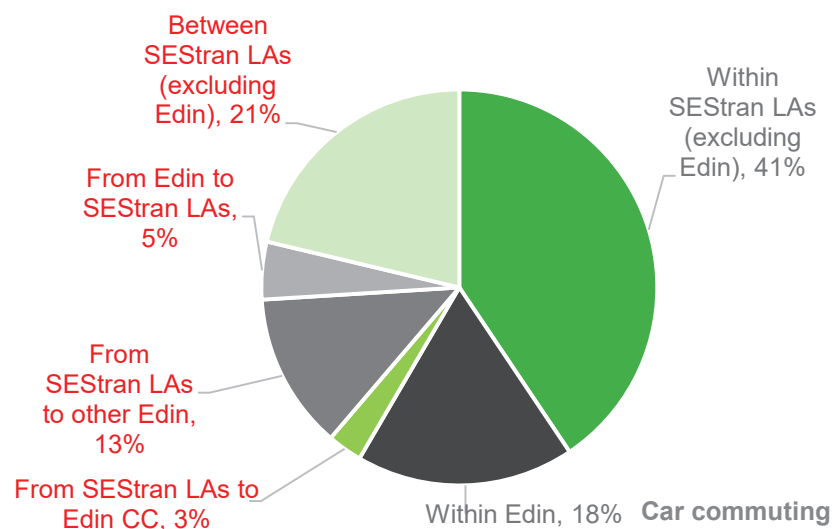


Figure 5.2 Commuting by Car within SEStran Region

How does mode share differ?

These different types of commuting trips have very different **mode shares** as shown in Figure 5.3. It can be seen how dominant car-based travel is for all commuting trips except *within Edinburgh* and *from SEStran local authorities to Edinburgh city centre*. The contrast in car mode share between travel from outside Edinburgh to Edinburgh city centre (37%) and the rest of Edinburgh (81%) is particularly stark. The mode share of car is highest when commuting *between SEStran LAs (excluding Edinburgh)* at almost 90% and bus only accounts for 7% of these trips. **With the exception of trips to Edinburgh city centre, regional commuting between council areas is therefore heavily dominated by car** (85%) with public transport usage very low by comparison (12%). Within council areas there is a big contrast

How significant is regional car travel?

If only car-based commuting is considered as shown in Figure 5.2, the proportion of commuting *between* local authorities rises to **42%**. As these trips will be longer than many car trips within council areas, travel between council areas likely accounts for **around half of all car commute km** in the SEStran area. Note that car-based commuting from outside Edinburgh to Edinburgh city centre accounts for a very small proportion of car commuting at 3%. Any attempt to reduce car travel in the SEStran area therefore requires a 'whole region' approach. **Car-based commuting with the SEStran area can be thought of as roughly 20% within Edinburgh, 40% within the other seven council areas, and 40% between council areas (20% involving Edinburgh).**

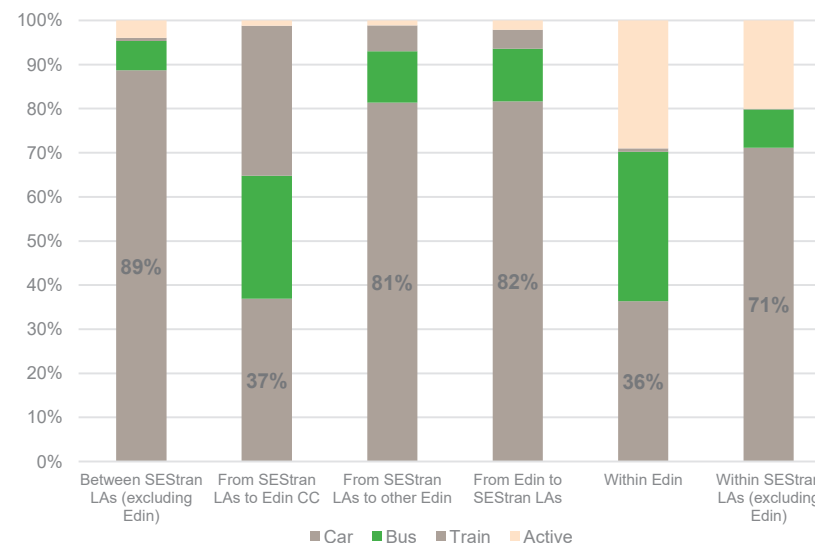


Figure 5.3 Mode Share for Regional Commuting



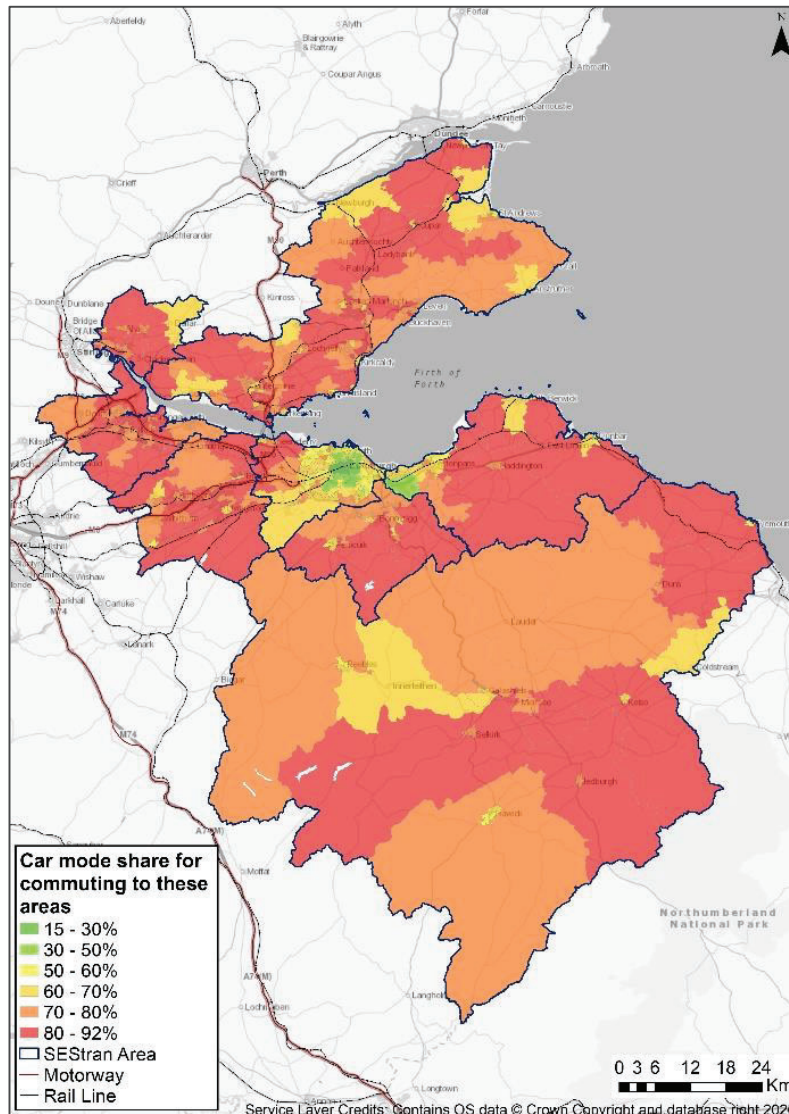


Figure 5.4 Car Mode Share for Regional Commuting

between Edinburgh with high public transport and active travel mode share and the other SEStran council areas where the mode share of car is around double that of Edinburgh. Further illustrating this, Scottish Household Survey Travel Diary data suggests that if Edinburgh is excluded, 80% of SEStran residents use the bus less often than once a fortnight.

The map shown in Figure 5.4 further illustrates how dominant use of the car is for commuting to all parts of the region with the exception of Edinburgh and Edinburgh city centre in particular. Commuting into the region's other urban areas and rural areas sees a typical mode share of 70% or more and more than 80% in the areas shaded red here.

How important is commuting to Edinburgh for residents of the other seven local authority areas?

To analyse this, the SEStran area has been divided up into a number of local authority sub areas which are shown in Figure 5.7.

Edinburgh is clearly the main employment centre, but its importance varies across the region. There is very low dependence (<5% of resident workers) on Edinburgh jobs in Clackmannanshire, Fife Mid, Fife North East, Borders Central and Borders East.

In contrast, there is high dependence (30%+) on Edinburgh jobs in Midlothian (East and West) and East Lothian (East and West). Typically, around 80% of Edinburgh residents work in an Edinburgh workplace.

These trends are illustrated in Figure 5.5.



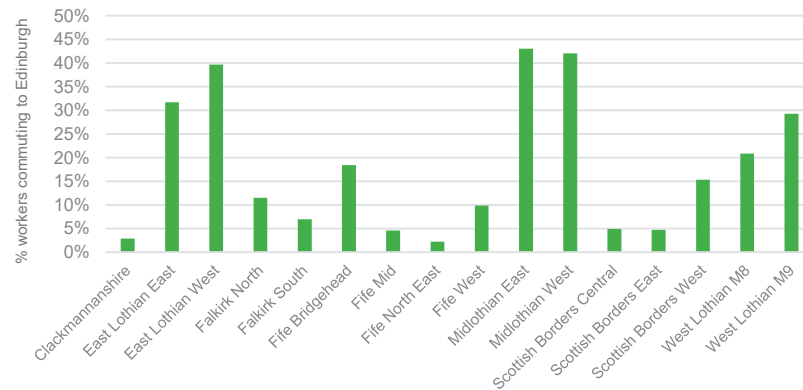


Figure 5.5 Percentage of Workers Commuting to Edinburgh

What are the commuting volumes into Edinburgh?

The largest commuting movement into Edinburgh in volume terms is from the West Lothian M8 sector. Similar volumes (7.5-10k) commute into Edinburgh from the Midlothian East and West, Fife Bridgehead and East Lothian West and East sectors as shown in Figure 5.6.

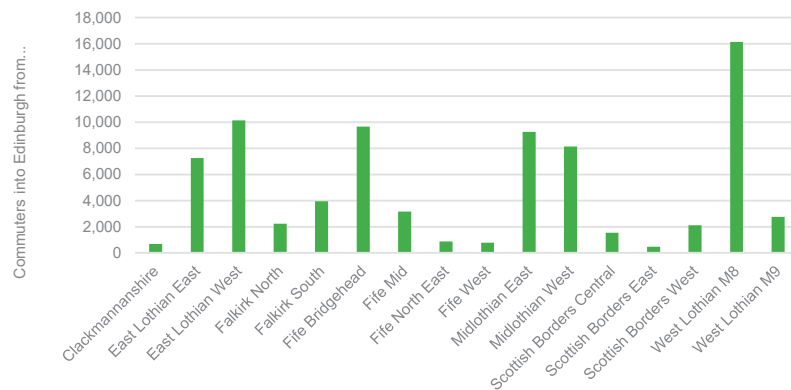


Figure 5.6 Commuting Volumes into Edinburgh

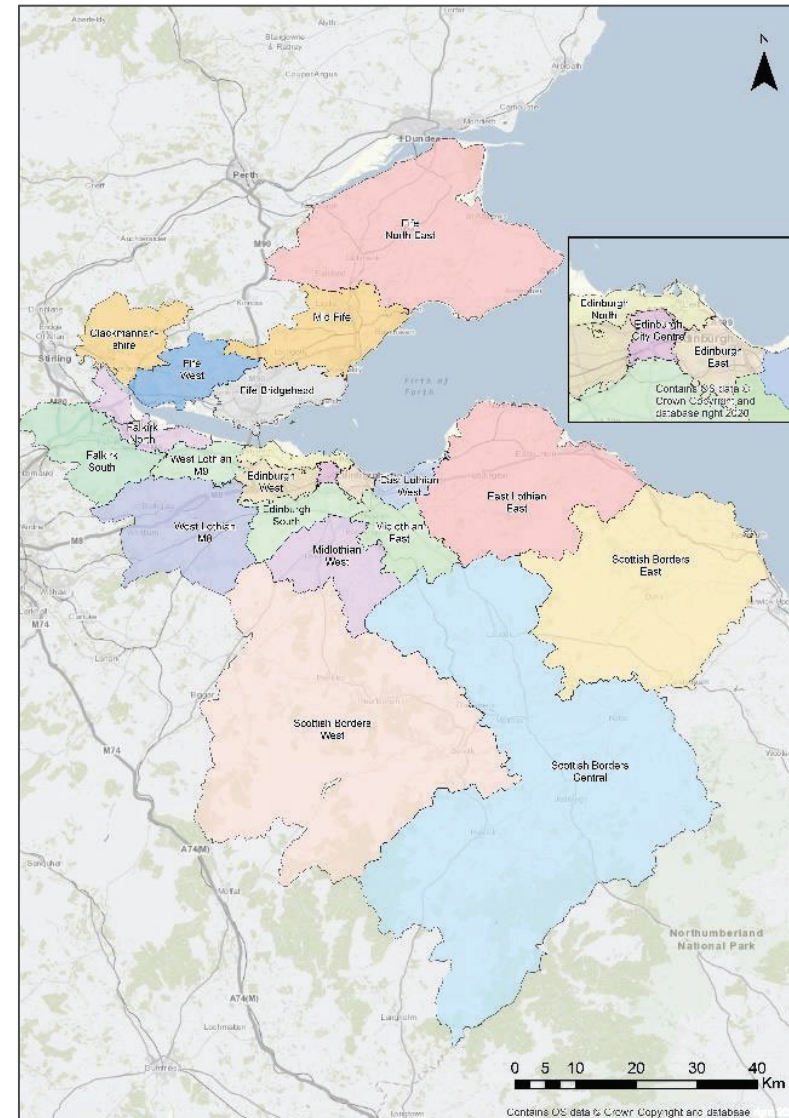


Figure 5.7 SEStran Region Sub Areas



Commuting into Edinburgh is therefore a major source of congestion, pollution and noise

Of all car-based commuting trips with workplaces in Edinburgh, around half come from outside Edinburgh – so at least half of car-based emissions (from commuting) in Edinburgh are caused by cross boundary car commuters.

Commuting into Edinburgh has a markedly different profile with the mode share of car into Edinburgh's suburbs more than double that of the city centre as illustrated in Figure 17.11. This is primarily due to the availability and cost of parking, and congested journey times to the city centre along with the city centre being the focal point of the local and regional public transport network.

In 2011 there were around 90,000 people who lived outside Edinburgh and worked in Edinburgh – of these around 1/3 worked in the city centre and 2/3 worked elsewhere in Edinburgh.

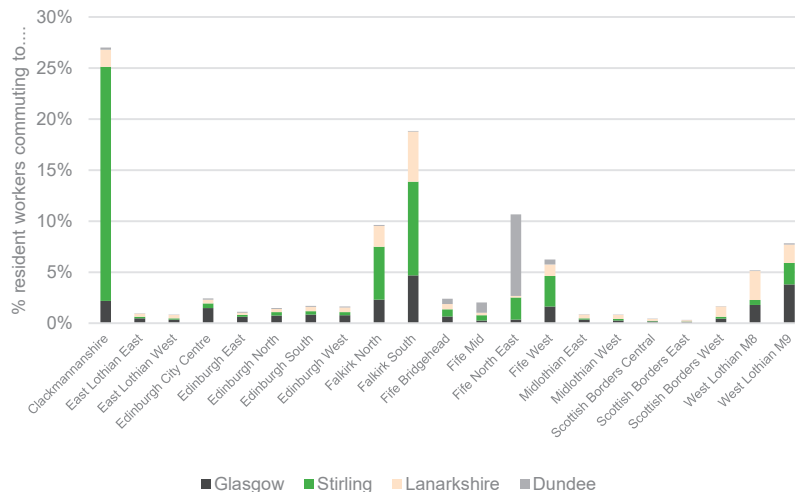


Figure 5.9 Commuting to Neighbouring Areas

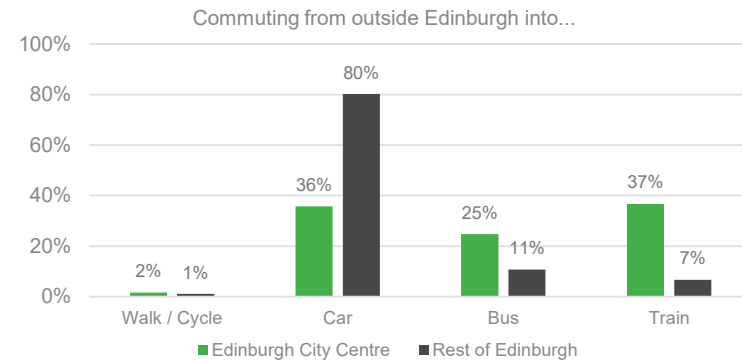


Figure 5.8 Commuting from Outside Edinburgh by Mode

How important is commuting to neighbouring cities / areas for SEStran area residents?

There are significant (>5% of resident workers) outflows:

- (i) to Stirling from Clackmannanshire, Falkirk north and Falkirk south
- (ii) to Lanarkshire from Falkirk south
- (iii) to Dundee from Fife north-east

These trends are illustrated in Figure 5.9.



What are the commuting volumes into these other cities?

The highest volume of out-commuting is from Clackmannanshire to Stirling and from Falkirk south to Glasgow, Stirling and Lanarkshire, to which there are also outflows from West Lothian as shown in Figure 5.10. There is also a significant cross-Border outflow from Borders east to the Berwick-upon-Tweed area (not shown due to data limitations). Collaboration with neighbouring local authorities and regional transport partnerships will be required to deliver measures to ensure these commuting flows are sustainable.

5.2 DEFINING REGIONAL CORRIDORS

To further understand the nature of regional travel within and to / from the SEStran area, a set of 'regional corridors' have been defined which form the 'building blocks' of regional travel across the area. These corridors are shown in Figure 5.11 and were defined based on travel between the local authority sub areas as defined above.

- **East coast:** Connecting Berwickshire and East Lothian to Edinburgh and beyond, and England
- **Midlothian east:** Connecting the Bonnyrigg / Dalkeith / Gorebridge triangle to Edinburgh and beyond - also main connection to Galashiels area
- **Midlothian west:** Connecting Penicuik / Loanhead to Edinburgh and beyond - also main connection to Peebles area.
- **Borders central:** Connects the central Borders to Midlothian and Edinburgh via the A7 and A68 corridors and onto England
- **Borders west:** Connects the western Borders to Midlothian and Edinburgh and onto England
- **Cross Edinburgh:** Provides across and around Edinburgh connections for a wide range Connects the central Borders to Midlothian and Edinburgh via the A7 and A68 corridors
- **West Lothian north-south:** Connects the M8 at Bathgate with the M9 at Polmont accessing the Grangemouth area
- **Fife west:** Connects the Dunfermline area with Kincardine / Alloa
- **Fife central:** Connects East Fife, Kirkcaldy and Glenrothes with Dunfermline / Queensferry
- **Fife east:** Connects East Fife, to Kirkcaldy and Glenrothes

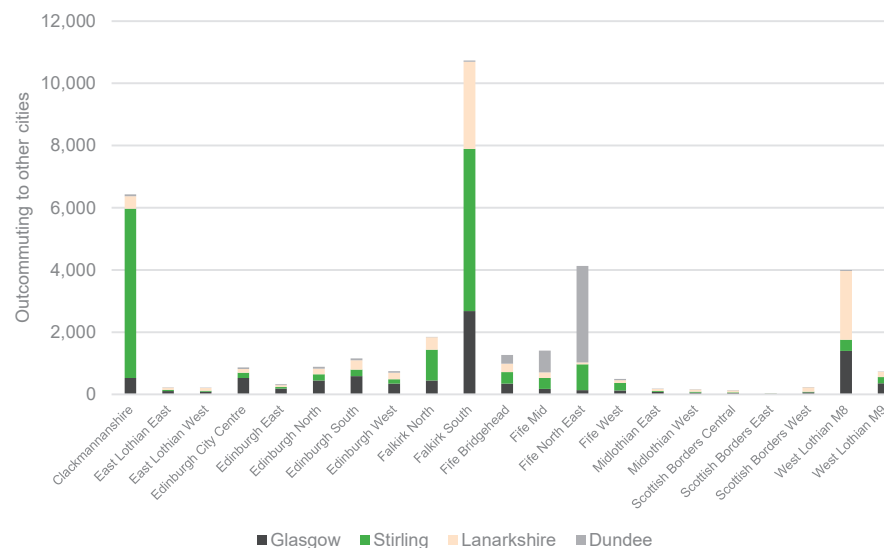


Figure 5.10 Commuting Volumes to Neighbouring Areas

- **West Lothian south:** A key travel corridor linking west central Scotland, West Lothian and east central Scotland and Fife
- **West Lothian north:** Links Falkirk, West Lothian to Edinburgh
- **Falkirk central:** A central corridor providing external connections to Stirling and North Lanarkshire as well as Kincardine and West Lothian
- **Tay Bridges:** Rail connection and road link between East Fife and Dundee
- **Queensferry:** National north-south and east-west road and rail corridor linking Fife, Edinburgh and West Lothian
- **Kincardine:** Connects west Fife and Clackmannanshire with Falkirk and motorway network
- **Borders – Lanarkshire:** Connects the Borders east west movements to south Lanarkshire
- **Clackmannanshire north east:** Links Clackmannanshire to the north

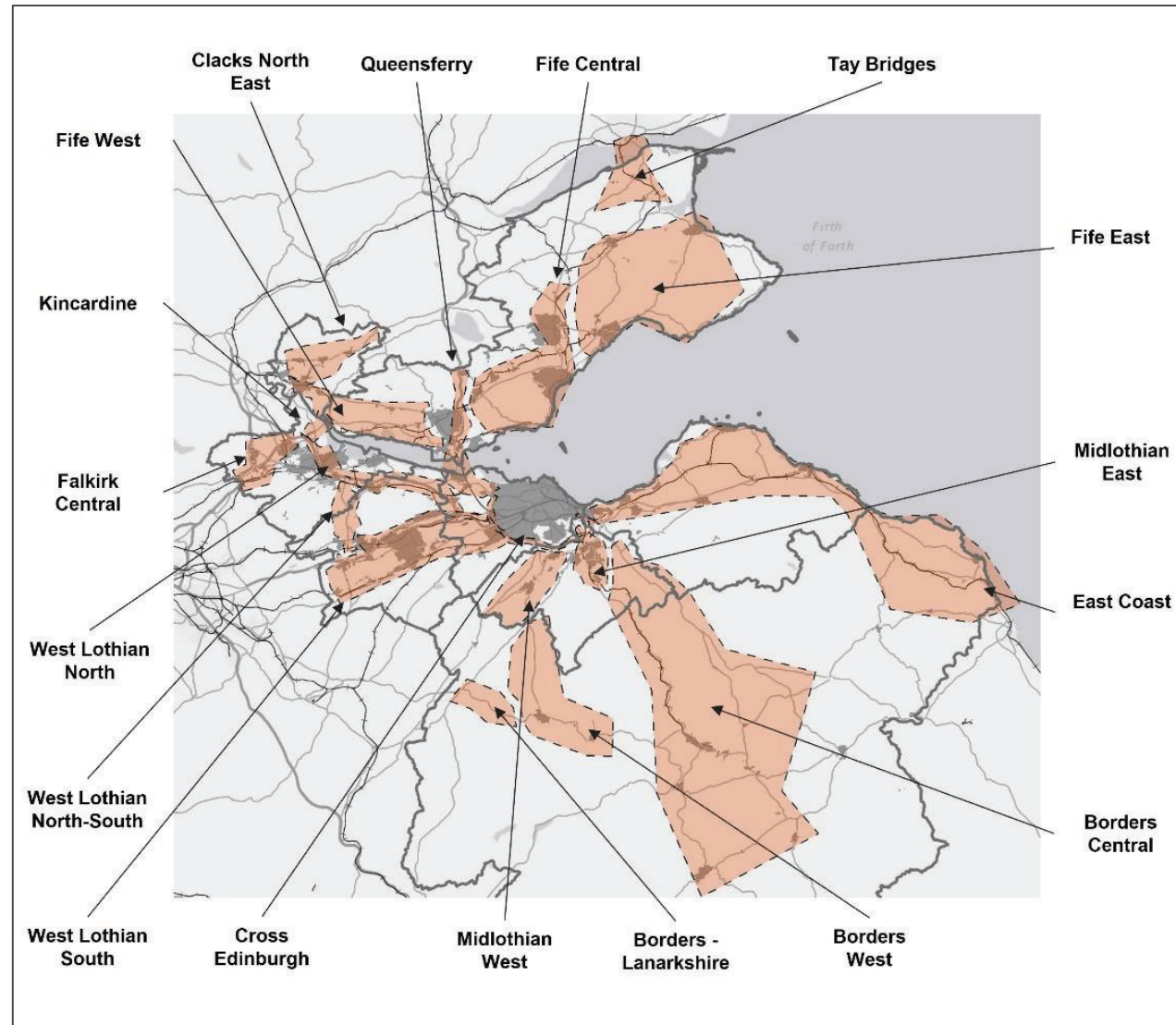


Figure 5.11 Regional Corridors

By allocating census data for each local authority sub area to local authority sub area movement to the series of corridors that would be used in making each movement, a picture of (home to work) commuting travel volumes by mode which uses each corridor was generated as shown in Figure 5.12. This includes commuting into and out of the SEStran area.

The volume of travel (line width) and the share of active travel, bus, train and car-based travel (pie charts) varies widely across the region. The highest regional travel volumes are seen in the West Lothian south, Cross Edinburgh, West Lothian north, Queensferry and east coast corridors, which account for 60% of all regional travel. Travel volumes are much lower in corridors where there is little 'through' traffic. Local travel will be the predominant factor in these areas.

Levels of active travel are typically low but are slightly higher in the corridors in closer proximity to Edinburgh. The use of public transport varies widely from 2% to over 30%. This typically reflects the provision of rail services in particular, and the amount of travel in the corridor destined for central Edinburgh. Overall rail at 10% accounts for a higher proportion of regional commuting than bus at 9%, reflecting the longer

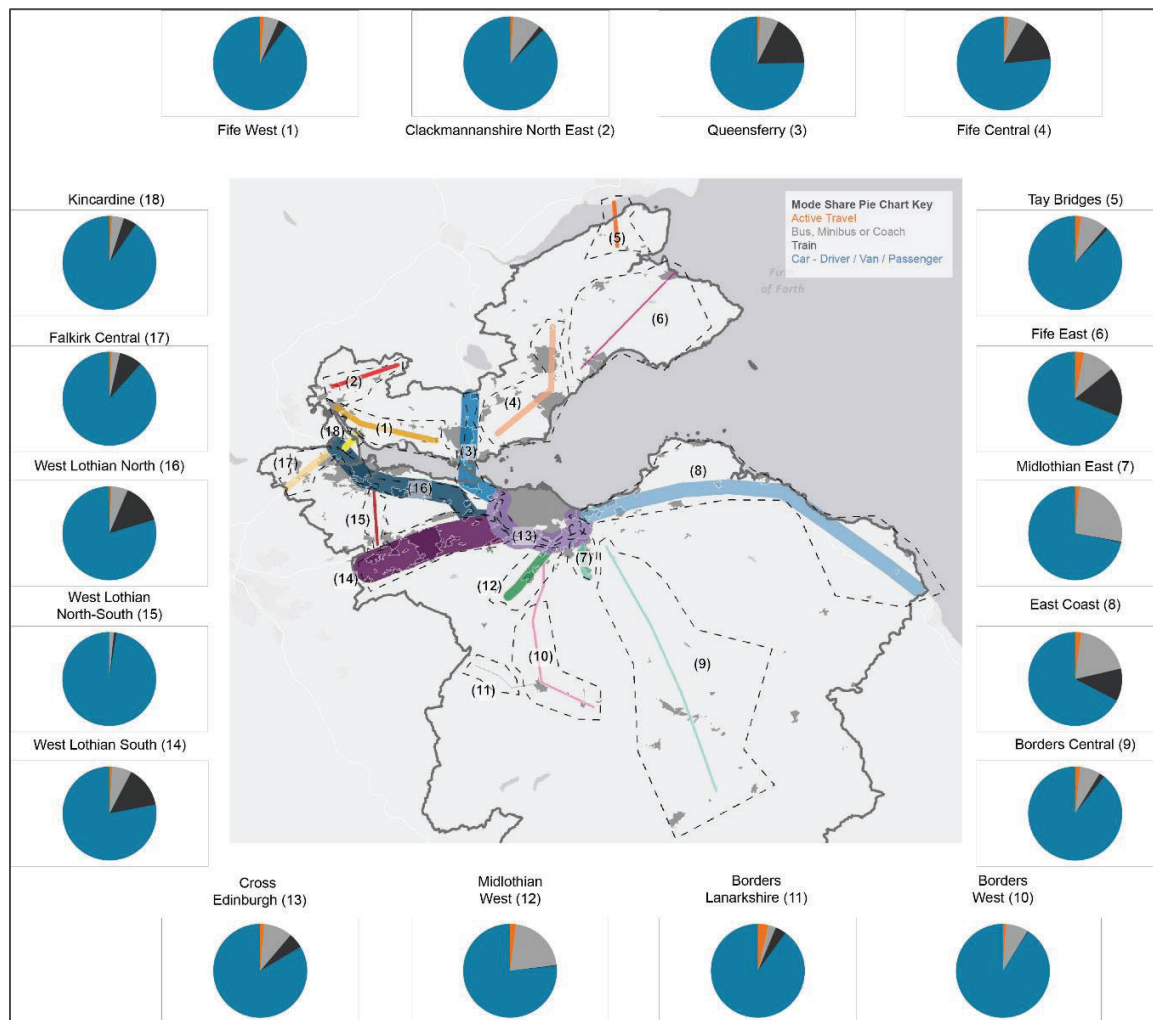


Figure 5.12 Regional Corridor Commuting Demand

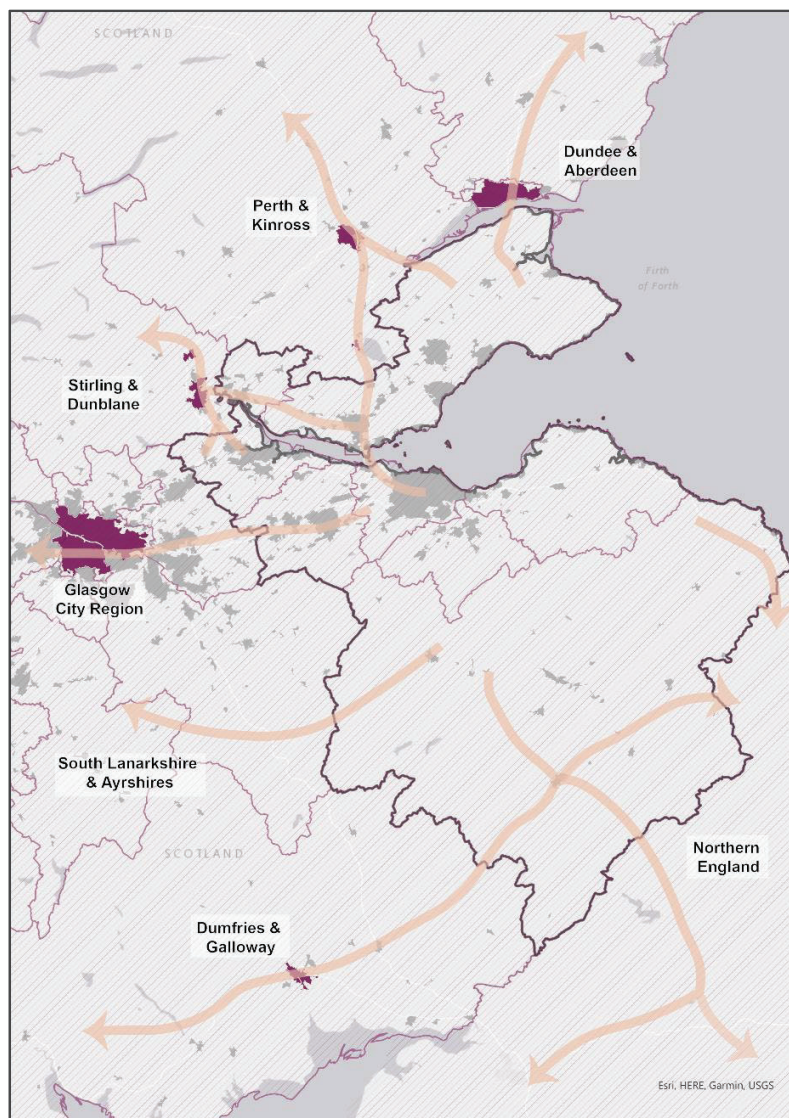


Figure 5.13 External Connections

distances involved in regional rather than local commuting. Car based travel accounts for 80% of commuting and peaks in corridors where public transport is very limited.

Figure 5.13 provides an overview of key external linkages between the region and neighbouring areas. There are strong links from parts of the SEStran area to surrounding areas for travel to healthcare, education, employment, retail and leisure purposes. For example, in the north residents of Fife travel to Dundee to access healthcare whereas to the west there are strong links to the labour market and employment opportunities in the Glasgow city region and around Stirling. In the south of the region there are links with Northern England whilst Dumfries and Galloway is home to the strategically important port of Cairnryan.

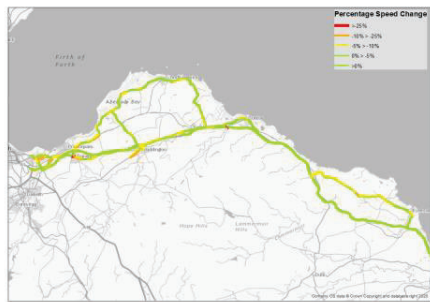
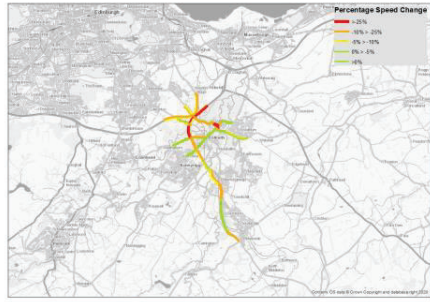
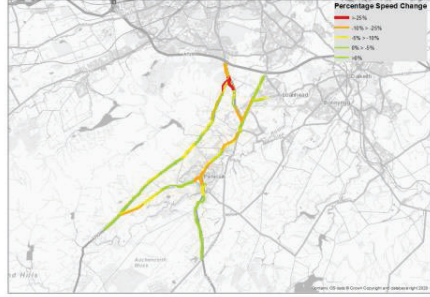
These external linkages closely mirror the regional corridors and provide a continuation of the internal connections that they offer within the SEStran area. As such, these corridors should be considered as continuous and not constrained by the boundaries of the region.

Close coordination with neighbouring Regional Transport Partnerships and local authorities will be required to ensure that coherent and integrated proposals are brought forward for cross boundary interventions.

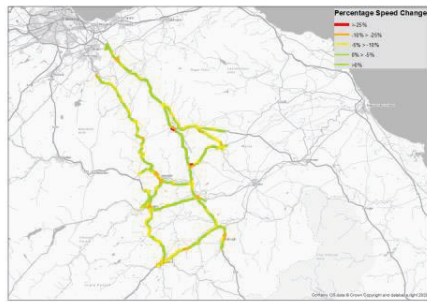
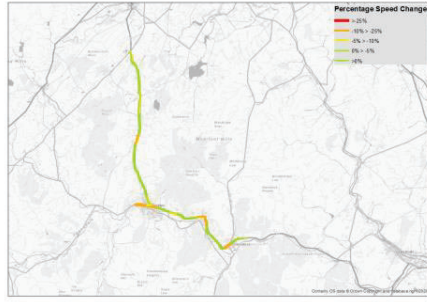
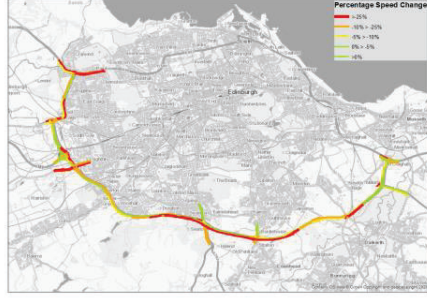
Nonetheless, within the region the focus should be upon the corridors that provide a key internal linkages, exhibit highest demand and that also link into external connections. Wherever possible these should be targeted for reductions in car usage and modal shift to sustainable modes of travel in line with the sustainable travel hierarchy.

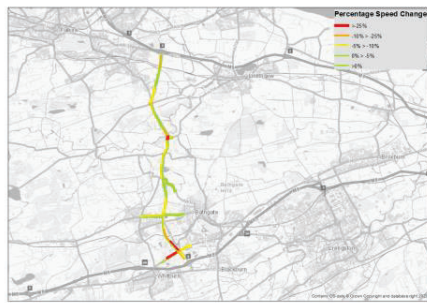
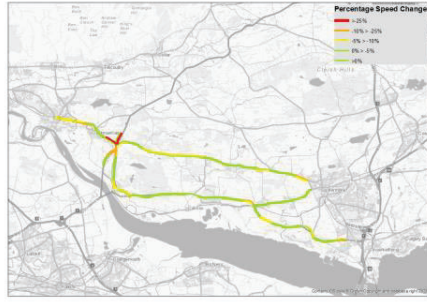
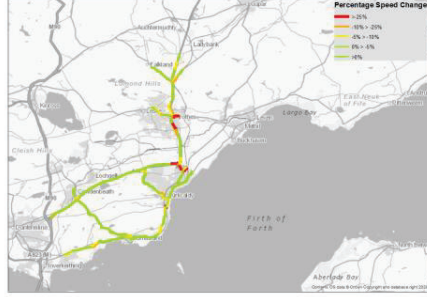
The table below sets out a high level 'audit' of these **regional corridors** from the perspective of regional bus, rail, park and ride and road travel.

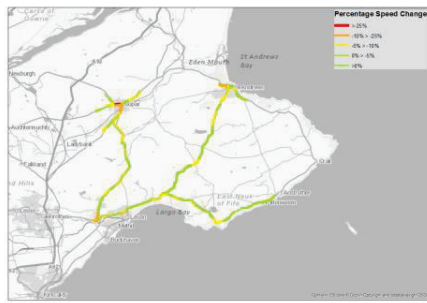
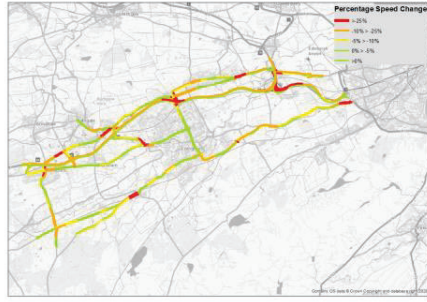
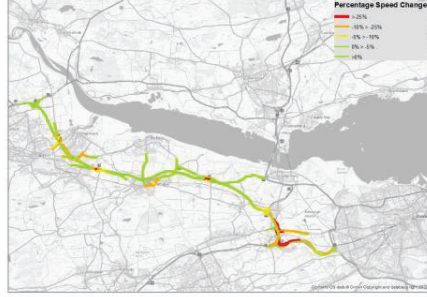


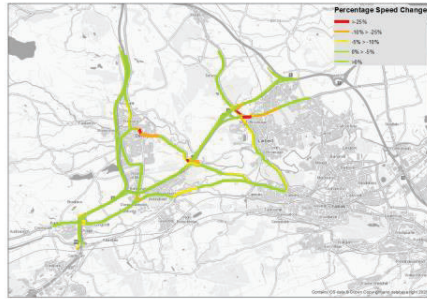
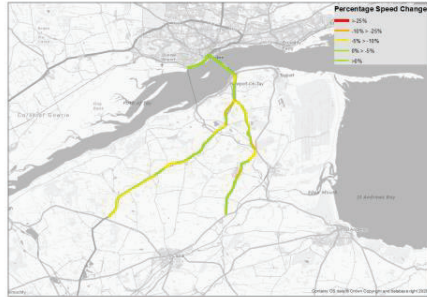
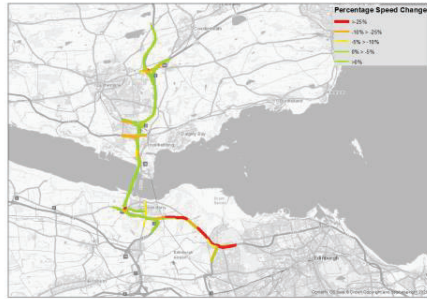
Corridor	Regional Bus Connections	Rail	Park and Ride	Key Trunk and Regional Roads	Typical Congestion Locations on Trunk and Regional network ⁴
East coast	East Coast Buses – North Berwick, Dunbar and Haddington to Edinburgh CC. One Musselburgh- Midlothian connection. Borders Buses connect east of Dunbar to Edinburgh and Berwick upon Tweed.	East Coast Mainline to Edinburgh (occasional Glasgow) and stations south of the border. North Berwick and Dunbar local services. Reston and East Linton stations being delivered.	Rail based P&R available at most stations, limited at some locations. High-capacity park and choose at Wallyford and Newcraighall with plentiful capacity. New options at Reston and East Linton stations	A1 (dualled from Edinburgh to Dunbar) A198 linking coastal settlements A199 Musselburgh-Edinburgh Congestion focussed at western end of corridor in Musselburgh and Old Craighall	
Midlothian east	Lothian Buses provide many connections to Edinburgh south and city centre and a Penicuik – Musselburgh service Borders Buses traverse corridor from Carlisle / Hawick / Galashiels, Jedburgh and Kelso	Borders Railway	Modest rail-based P&R at Borders Railway stations Sheriffhall bus-based P&R with plentiful capacity	A7, A772 and A6106 linking eastern Midlothian and A720 / Edinburgh Congested corridor along A7, in Dalkeith and on approaches to Sheriffhall. Incidents on A720 cause blocking back into the corridor.	
Midlothian west	Lothian Buses provide many connections to Edinburgh south and city centre and a Penicuik – Musselburgh service Borders Buses traverse corridor from Galashiels via Peebles	None	Bus based P&R at Straiton with plentiful capacity	A701 A703 A702 Congestion typically seen on A701 through Bilston and at A703 / A702 junction. Incidents on A720 cause blocking back into the corridor.	

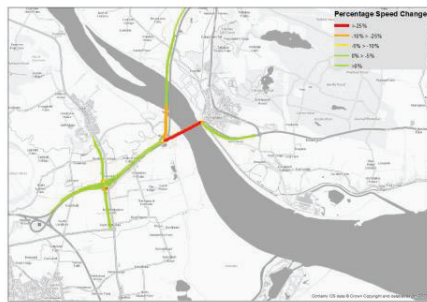
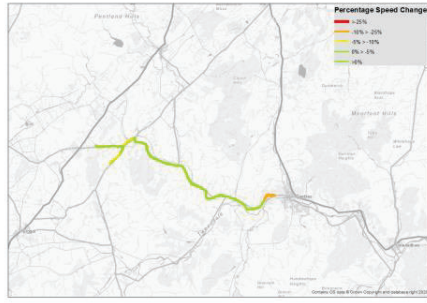
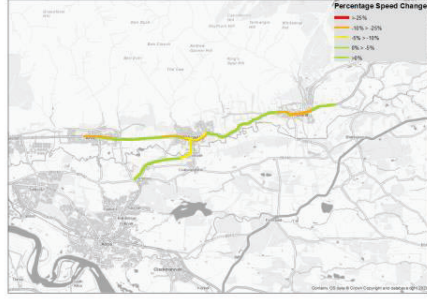
⁴ Based on 'INRIX' traffic data, 2019 AM Peak, green areas showing free flow travel speed and shades to red showing slower speeds due to traffic congestion

Corridor	Regional Bus Connections	Rail	Park and Ride	Key Trunk and Regional Roads	Typical Congestion Locations on Trunk and Regional network ⁴
Borders central	Borders Buses connect A7 and A68 communities to Midlothian and Edinburgh Services from Carlisle / Hawick / Galashiels and Jedburgh and Kelso	Borders Railway	Tweedbank P&R, modest provision at Stow	A7 A68 A6091 Routes are typically congestion free	
Borders west	Borders Buses traverse corridor from Galashiels via Peebles	None	Nearest for users of the corridor is bus-based P&R at Straiton with plentiful capacity	A703 A72 Routes are typically congestion free	
Cross Edinburgh	None on A720 and few orbital buses inside City Bypass Virtually all cross-Edinburgh movements require interchange in Edinburgh	All via Edinburgh city centre - very few through Edinburgh connections	None other than national rail	A720 City Bypass. Previous Edinburgh ring road used as diversion The corridor is typically heavily congested at peak and shoulder peak periods. Sheriffhall, M8, Gogar and other junctions (on-slips) are often the focus	

Corridor	Regional Bus Connections	Rail	Park and Ride	Key Trunk and Regional Roads	Typical Congestion Locations on Trunk and Regional network ⁴
West Lothian north-south	None	None	None	A801 A706 A800 Avon Gorge is a pinch point for larger vehicles. Congestion at A801 / A706 roundabout	
Fife west	A985-based service between Glasgow and Falkirk, and Dundee, St Andrews, Dunfermline, Kirkcaldy, Glenrothes and Dunfermline and Alloa	None	None	A985 Dunfermline to Kincardine, A907, A91 Congestion identified at A977 / A907 roundabout	
Fife central	Many connections to main towns in Clackmannanshire, Falkirk, Edinburgh, Glasgow, Dundee	All cross forth services - Fife Circle, ScotRail and UK	All station car parks but limited capacity Main volume parking is at Kirkcaldy and Markinch (with plentiful capacity at the latter)	A92 M90 to Glenrothes, A921 coast road Congestion identified at A92 / A921 Redhouse Roundabout and A92 Queensway roundabout in Glenrothes	

Corridor	Regional Bus Connections	Rail	Park and Ride	Key Trunk and Regional Roads	Typical Congestion Locations on Trunk and Regional network ⁴
Fife east	St Andrews to Edinburgh (via East Neuk), Dundee, Glasgow. Leven to Edinburgh connections	Stations north of Markinch provide local and national connections <i>Levenmouth link</i>	Leuchars station	A915 A91 A917 Routes are typically congestion free although some congestion evident in Cupar	
West Lothian south	Lothian County and FirstBus services to Edinburgh west and city centre - focussed on A89 / A899 and A71 Services to Glasgow	Airdrie-Bathgate line Shotts Line Carstairs Line	Many rail options to Edinburgh, Glasgow, Stirling but capacity often limited. Tram / bus at Inghliston with plentiful capacity Bus at Hermiston with plentiful capacity	M8 A71 A70 A89 Widespread congestion across the corridor – A71, A8, M8, A89 all affected	
West Lothian north	Falkirk to Edinburgh Stirling to Edinburgh, via Linlithgow Linlithgow Bo'ness	Edinburgh-Stirling line Edinburgh-Falkirk High – Glasgow Queen Street	Many rail options to Edinburgh, Glasgow, Stirling but capacity often limited. Tram / bus at Inghliston with plentiful capacity	M9, A904 Limited congestion around the M9 until approaching Newbridge roundabout	

Corridor	Regional Bus Connections	Rail	Park and Ride	Key Trunk and Regional Roads	Typical Congestion Locations on Trunk and Regional network ⁴
Falkirk central	Falkirk to Glasgow services Falkirk – Dunfermline Glasgow to Clackmannanshire, Fife and Dundee	Edinburgh-Falkirk High – Glasgow Queen Street, Alloa to Glasgow services	Many rail options to Edinburgh, Glasgow, Stirling but capacity often limited	M876, M80 Main routes are typically congestion free but issues around M876 Junctions 2 and 3	
Tay Bridges	Scottish Citylink Dundee / Edinburgh Regional Fife to Dundee services	Edinburgh to Dundee and Aberdeen LNER / CrossCountry	None, Leuchars closest option	A92 Tay Bridge Routes are typically congestion free	
Queensferry	National services to Perth, Edinburgh, West Lothian, Glasgow, Edinburgh Airport Regional Fife to Edinburgh (west and city centre) connections	Cross forth services - Fife Circle, ScotRail Aberdeen and Dundee services and LNER / CrossCountry services	Bus - Ferrytoll and Halbeath with plentiful capacity Rail - Inverkeithing and a range of other smaller station car parks	A90 & M90 Barnton / M9 to Kelty Significant congestion on the A90 approaches to Edinburgh. Congestion on approach routes to M90 in Fife as roads converge to cross the Forth.	

Corridor	Regional Bus Connections	Rail	Park and Ride	Key Trunk and Regional Roads	Typical Congestion Locations on Trunk and Regional network ⁴
Kincardine	A key link for service between Glasgow and Falkirk, and Dundee, St Andrews, Dunfermline, Kirkcaldy, Glenrothes and Alloa	None – Alloa via Stirling only	None	Kincardine and Clackmannanshire bridges, M876 connection to M9 Congestion on Kincardine Bridge and at Kincardine Bridge / Clackmannanshire Bridge roundabout	
Borders – Lanarkshire	None	None	None - but connects to Glasgow rail options in South Lanarkshire (e.g., Lanark, Carluke)	A72 Routes are typically congestion free	
Clackmannanshire north east (external)	FirstBus provide connections to Stirling and Kinross	None	None	A91 – links Clackmannanshire and west Fife to M90 at Kinross and Stirling Routes are typically congestion free but evidence of congestion through the biggest settlements on the A91.	

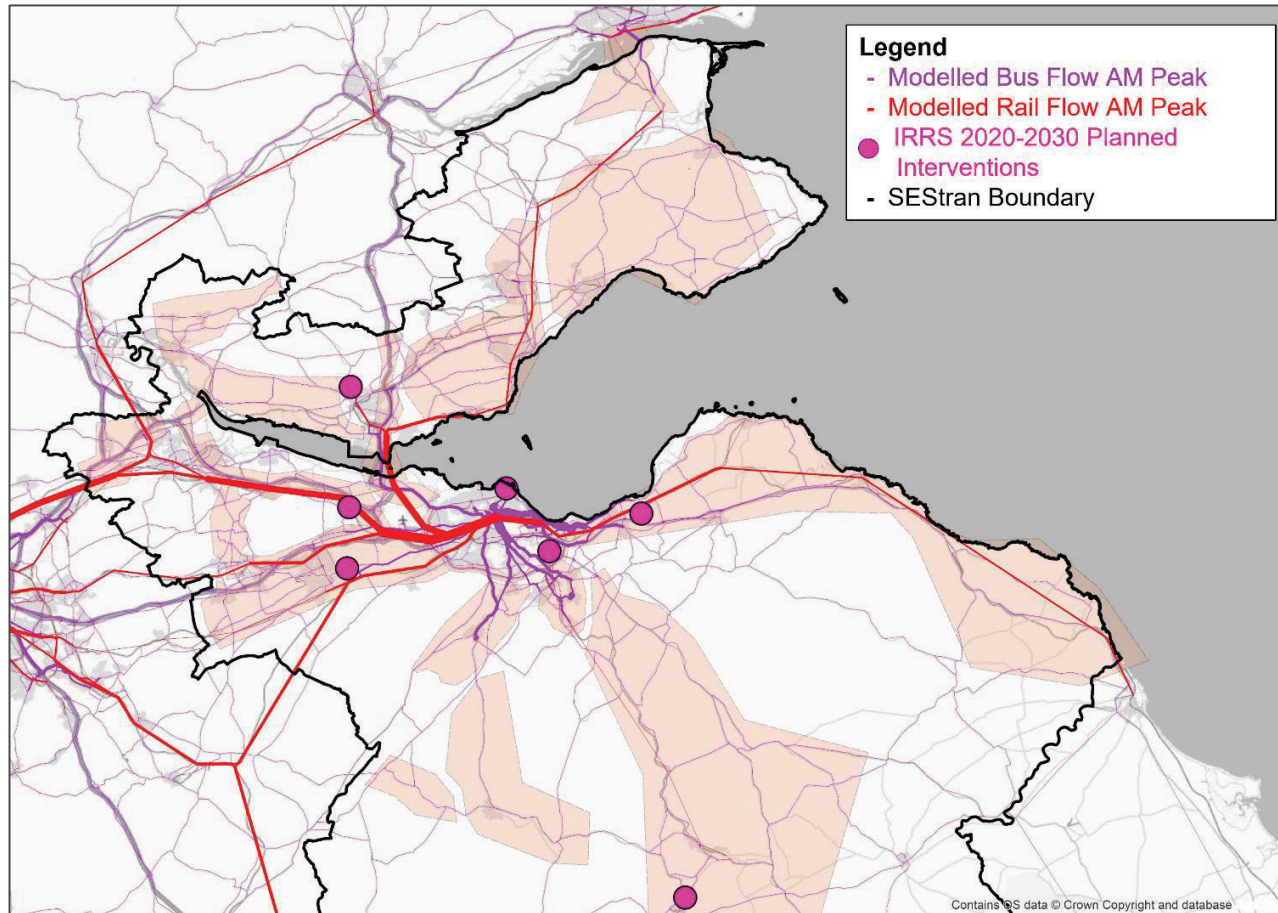


Figure 5.14 Regional Bus and Rail Demand

Scotland City Region. In addition, the draft NPF 4 has identified 'National Developments' within the region at Grangemouth and Edinburgh Waterfront.

Finally, Scotland's national transport model has been used to provide a benchmark of *regional flows* (for all travel purposes) along these corridors at the network level, for firstly bus and train as shown in Figure 5.14, and secondly car / commercial vehicle shown in Figure 5.15 using varying bandwidths to represent travel volumes. Within this model, it is possible to assign only travel *between* local authorities and the graphics here and overleaf show the resulting pattern of flows for the modelled base year (2018). Also included for context are the seven '2020-2030 Planned Interventions - Strategic Sites' indicated in the interim *Regional Spatial Strategy (IRSS)* for *Edinburgh and South East*

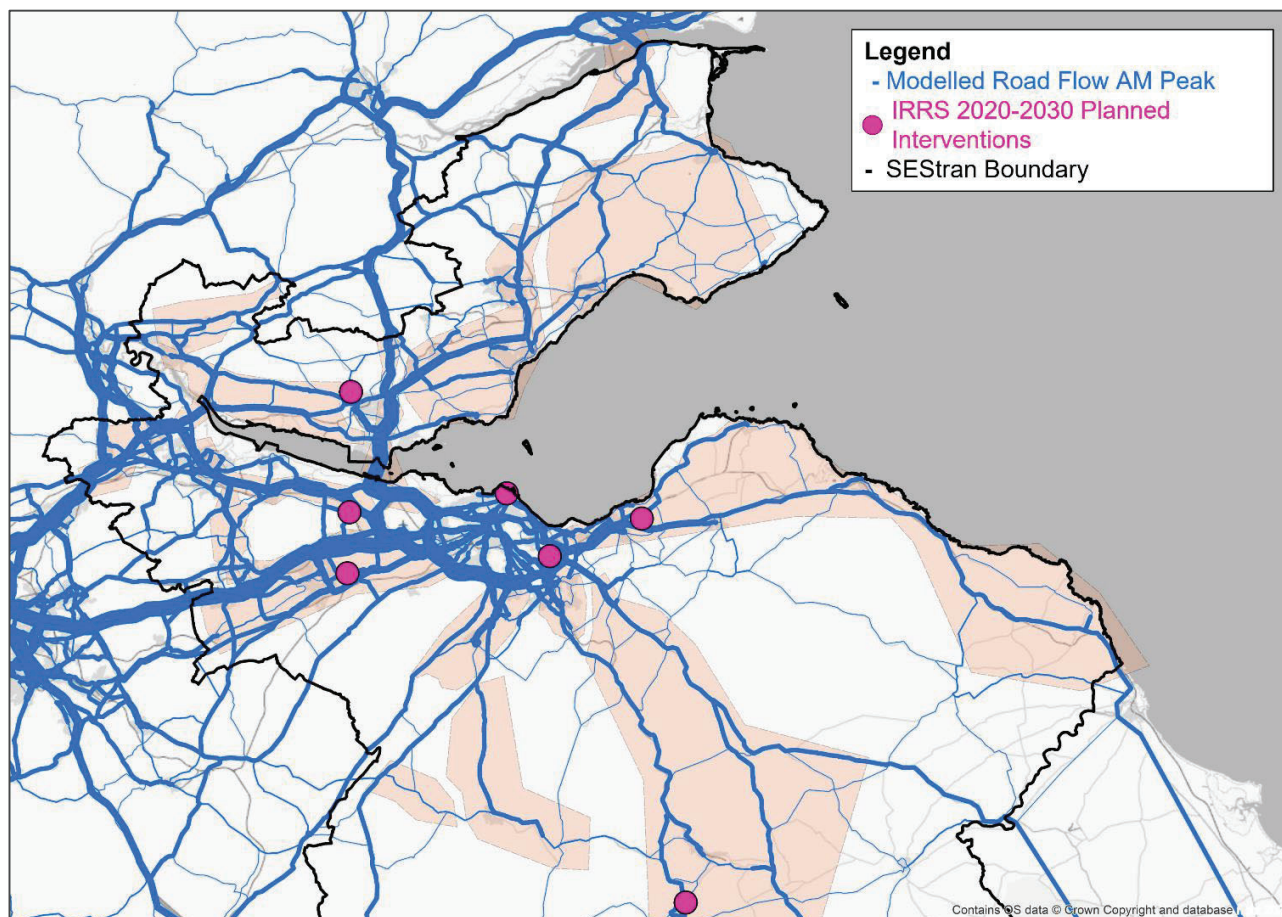


Figure 5.15 Regional Road Network Demand

how the congestion illustrated in the previous section is caused by the convergence of routes into pinch-points including the City Bypass, the Queensferry corridor and the M8 approaches to Edinburgh. The north-south West Lothian corridor movement can be clearly seen here but there is very little in the way of equivalent bus travel in this corridor. The gradual build-up of traffic on the East Coast and Borders corridors can also be seen. These graphics provide an indication of where regional car-based volumes are highest and also where regional bus travel is lowest –

The current importance of rail compared to bus for regional travel is illustrated in Figure 5.14. For bus, there is a concentration of regional travel in the Midlothian corridors and the connections from Musselburgh in particular. The absence of regional orbital bus travel in Edinburgh is clearly illustrated. Many other parts of the region see very little in the way of regional bus travel in particular, confirming the earlier census data-based analysis.

The relative importance of the different elements of the region's road network is also clearly seen in Figure 5.15. The motorway network provides a focus for regional travel, and it can be seen

information which can be used in the subsequent development of initiatives aimed at reducing car km and improving regional public transport connectivity.

5.3 REGIONAL SPATIAL STRATEGY - PRINCIPLES

The RTS does not set out, and commit to, specific transport projects but instead sets a direction of travel and a policy environment in which individual projects should be progressed. In terms of *where* interventions are required, there are perhaps two main themes to the spatial strategy:

- **Theme 1** - Reducing car-km and car mode share which has been the focus of the above sections
- **Theme 2** - Better connecting communities affected by deprivation to a wider range of opportunities which is discussed in Chapter 8

Theme 1 - Reducing car-km and car mode share

- Aside from travel into central Edinburgh, car is very much the dominant mode across the SEStran area. A 'whole-region' approach is therefore required if the level of car km and associated emissions and energy usage is to be reduced – targets are unlikely to be met by incremental infrastructure improvements only.
- Edinburgh is home to around 45% of the region's jobs, so 55% of commuting by residents of the area does not involve Edinburgh – commuting between non-Edinburgh SEStran local authorities has a 90%+ car mode share. Reducing car-based commuting to Edinburgh's suburbs and into the region's other major settlements and employment centres is a key priority.
- Car-based commuting from outside Edinburgh into Edinburgh's suburbs in particular contributes heavily to congestion and emissions in the city. Other than on the corridor of approach, public transport connectivity around Edinburgh's suburbs is poor – more direct connections and improved interchange is necessary to allow easier movement between corridors and avoid the need to travel through the city centre if using public transport.
- Direct cross-Edinburgh and round Edinburgh connectivity by public transport is very limited leading to high car use for trips around Edinburgh. Cross-Edinburgh and orbital connectivity improvements are required to narrow the gap between car and public transport for these trips.
- Congestion continues to be a problem on radial corridors approaching Edinburgh. Bus priority and park and ride opportunities should be significantly extended into the Lothians providing car users with an earlier and easier opportunity to switch to bus, tram or train.
- Regional public transport across the area remains Edinburgh-focussed and use of bus for travel between local authorities is limited. Initiatives to improve regional bus connectivity should be targeted where car-based travel volumes are high. Park and Ride, and associated town centre measures should be used to encourage a switch to more sustainable modes early in the journey.
- Regional public transport connectivity must be a focus for planning of the 'Strategic Sites' and the 'National Developments' in the IRSS and NPF4.

- There is greatest scope to encourage mode shift from car where public transport is already more competitive and relatively small improvements in public transport (or disincentives to car use) can make the change happen. Regional projects should be developed and assessed in this context.
- There is greatest scope to reduce car-km in corridors in an absolute sense where the volume of car travel is high and these have been identified here. Regional projects which aim to reduce car-km should be developed and assessed in this context, i.e., to maximise car-km reductions per £ spent.

Theme 2 - Better connecting communities affected by deprivation to a wider range of opportunities

- The following chapters in the RTS identify locations where poor public transport connectivity may be contributing to deprivation. These locations have been identified separately for more rural and more urban areas. Where tackling inequalities is the objective, these areas should be the primary geographical focus of improving connectivity and hence life opportunities.

These connectivity improvements should be focussed on improving employment, training and educational opportunities, as well as making it easier for people to access key services including health facilities and affordable retail opportunities.

The following chapters set out the Regional Mobility Themes which set out the RTS policies and actions. Our policies set out a statement of intent or provide guidance around decisions and actions which should be undertaken in order to achieve a desired goal which links to wider policy aspirations. In some instances, they also articulate SEStran's position in relation to key strategic issues.



Shaping Development and Place

SEStran 2035 Regional Transport Strategy

6.0 SHAPING DEVELOPMENT AND PLACE

6.1 OVERVIEW

Transport plays an essential role in linking land-uses and enabling people to get where they need to go. People travel to get to employment, essential services, leisure facilities, where they live and other land-uses so it is key that the transport system caters for this demand in an effective, efficient and sustainable manner. In addition, transport also contributes to our built environment playing an active role in **placemaking** and the attractiveness of spaces to live, work, visit and spend time in.

Land-use planning heavily influences this process, with spatial decisions often determining where people travel to, and how they do so. Consequently, land-use planning decisions are critical in achieving transport objectives and are a vital tool in promoting more sustainable forms of travel within the region. This link between the planning system and transport planning is reflected in the draft NPF4, with it emphasising the need for the planning system to support development that minimises car dependency and unsustainable travel through its Infrastructure First approach. In turn, this supports the NTS2's Sustainable Travel and Sustainable Investment Hierarchies.

The RTS is also a material consideration both during the process of preparing a Local Development Plan and when determining planning applications. The rest of this section outlines key concepts which should be considered by Local Authorities during the development of future Local Development Plans and when considering proposals for new development. Planning for transport as part of new developments is essential to ensure that they are created in a manner that embeds **the Sustainable Travel Hierarchy** from the outset and prevents car dependency from becoming entrenched. This can be achieved by ensuring that the land-use and transport planning process are closely integrated with sustainable principles at their heart. The concept of Transit Oriented Development should be utilised wherever practical to provide sufficient population density to make high quality, regular public transport services viable. This requires the concentration of major trip generating developments around public transport corridors, stops and stations to be effective along with the development of local environments tailored to walking, wheeling and cycling. This concept can be applied in all settings with development densities adjusted to reflect more urban or rural environments.

Placemaking and the development of a high-quality urban realm are also essential to creating spaces that people want to spend time in and feel safe walking, cycling and wheeling to get around. This is closely tied to the concept of **20-minute neighbourhoods** which aims to create attractive, interesting, safe, walkable environments which connect people to the facilities and services for their everyday needs via short, convenient active travel without depending on a car. By designing with this concept in mind, planning focuses on walking, cycling and wheeling



Source: victoriawalks.org.au

via transport services or infrastructure, acknowledging the need for vehicular travel. It will require the provision of walking and cycling route infrastructure improvements that join up development sites to wider networks and make active travel the most attractive choice for short and medium length journeys. This reflects the approach outlined in the draft NPF4 and illustrated in the adjacent diagram.

Transit Oriented Development and 20-minute neighbourhoods are equally as applicable to existing communities as they are to new developments but in the case of the former they may require a process of transformation to provide the range of services, amenities and facilities necessary to enable them to be successfully implemented. In a rural context, to support the sustainability and prosperity of rural communities and economies, the concepts of Transit Oriented Development and 20-minute neighbourhoods should only be applied in ways that

rather than car-travel helping to align spatial planning and transport planning at a local scale. It can also enhance the inclusivity of areas through aiding the accessibility of services which may not have been within reach of some people and / or those who do not have access to a car.

The implementation of 20-minute neighbourhoods will be more suited to some parts of the region than others. Urban areas naturally lend themselves more to the concept than rural locations and its application therefore needs to be flexible to reflect the differing characteristics of our communities and given that a high proportion of the region is non-urban. In more rural locations the 20-minute neighbourhood concept to sustainably access goods and services locally within an acceptable radius of where they live may be limited to ensuring access to local public transport and safe walking, wheeling and cycling networks that provide onward links to employment and service centres or travel hubs. Further development of the concept is needed to link rural neighbourhoods / communities together and there would be benefit in developing a rural alternative, by linking services within a series of smaller communities together

align with spatial strategies set out in the Local Development Plans. This approach would help prevent the suburbanisation of non-urban areas, restrict the unsustainable growth of long-distance car-based journeys, and help promote wider, more equitable investment in rural areas.

In some instances, the application of Transit Oriented Development and 20-minute neighbourhood principles may make it possible to explore the implementation of zero car developments. These can be supported by **shared mobility** solutions which break traditional ownership models and allow people access to transport, including cars, on an on-demand basis. Shared Mobility is based upon providing people with short-term access to vehicles like cars, bikes, scooters, etc. on an on-demand basis. This removes the need for vehicle ownership and provides people with a wider range of sustainable transport options than they would have available under the traditional ownership-based approach.

Shared mobility should be an integral part of all significant new developments in the future and will also provide scope to reduce the amount of parking provision. This would present an opportunity to increase density or to create additional green space within new developments. In the future electric vehicle charging provision will be a fundamental requirement in all new developments as well.

6.2 POLICIES

- a) Local Authorities should apply the Infrastructure First approach to new developments
- b) Local authorities should ensure that Local Development Plans and new development proposals align with policies outlined within the RTS
- c) New developments should be located to (i) reduce the need to travel and (ii) minimise the use of unsustainable modes by the application of Transit Oriented Development, 20-minute neighbourhood and shared mobility concepts
- d) 20-minute neighbourhoods should be implemented in urban and rural areas and existing developments where active travel, public transport and shared mobility provision enable sustainable access to local services and amenities in a safe and sustainable manner
- e) New residential development should be located where connectivity by sustainable modes to existing and planned employment centres – as well as key services such as education and leisure – is high
- f) New public services should be located where connectivity by active travel and public transport to the public is high but particularly with regards to the location of 'deprived' communities (e.g., health provision should be located with connectivity to health deprived communities in mind)
- g) Local authorities should engage early with SEStran on Local Development Plans and large scale development proposals to assist in the identification of suitable sustainable transport connections to support the development
- h) Local authorities should seek developer contributions to support the implementation of strategic sustainable transport interventions through appropriate Local Development Plan policies
- i) Developers should refer to RTS policies when planning their developments to ensure consistency with the principles and aspirations of the RTS

6.3 ACTIONS

- Partner Councils work with SEStran through the statutory planning processes to implement RTS policies with regards to major developments
- SEStran to engage with Local Authorities during the development of Local Development Plans on transport planning matters
- Undertake a regional audit of Local Development Plans, Indicative Regional Spatial Strategies, Regional Economic Strategy, Local Transport Strategies and relevant national plans (including the Strategic Transport Projects Review 2) to identify synergies and areas where partnership working is required to ensure consistency with the policy outlined in the RTS
- Develop regional guidance around best practice on sustainable transport provision for new developments and local place planning
- Partner Councils work with SEStran to implement best practice guidance through participation in the planning and development process
- Work with partner Councils to create a developer contribution mechanism for regionally strategic sustainable transport schemes
- Pursue legislative change to enforce good practice in transport and connectivity for new developments through the planning system and building regulations



Delivering Safe Active Travel

SEStran 2035 Regional Transport Strategy

7.0 DELIVERING SAFE ACTIVE TRAVEL

7.1 OVERVIEW

Enabling safe active travel in the region requires the provision of **integrated and high-quality routes** for walking, wheeling and cycling that join up settlements and destinations. High quality routes are continuous, providing an attractive, safe, comfortable, and direct connection linking multiple destinations. They should be physically separated from traffic, have a smooth surface and be appropriately lit so that everyone can use it to walk, cycle or wheel their journey. SEStran has developed an integrated active travel network for the region as illustrated in Figure 7.1

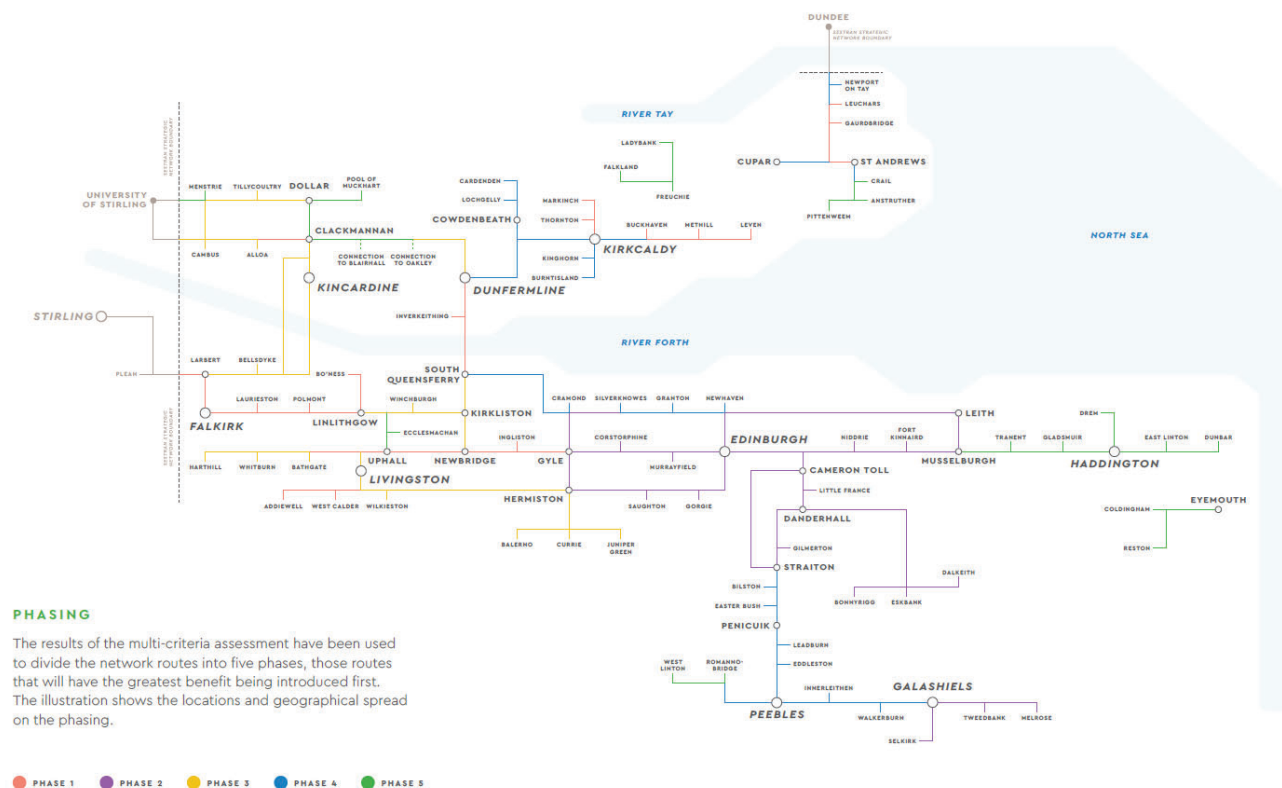


Figure 7.1 Strategic Active Travel Network

The region's active travel network will need a combination of segregated off-road routes and on-road routes making use of reallocated roads space where appropriate. The **safety** of people whilst using our active travel networks is paramount and it is essential they are designed to the highest current standard whilst



conflicts with vehicles are minimised. The proposed regional network will make use of existing high-quality infrastructure and parts of existing routes that require relatively minor improvements or maintenance, ensuring that well used routes which users are already familiar with can be integrated into a network of longer more strategic cross boundary routes.

Local authority partners have a number of local active travel schemes under development and identified which improve local access and connect to the wider Strategic Active Travel Network. These active travel schemes are fully supported by SEStran and are vital to connectivity within and between the local authority partner areas.

When joined in a comprehensive and consistent way, these high-quality routes combine together, resulting in a regional network that will also facilitate longer distance active travel journeys. The next step is now to facilitate its delivery through the process of working with partners. This provides a framework for coordinated development of cross boundary active travel routes connecting cities, towns, neighbourhoods, settlements and public transport hubs.

Active travel also provides important **health and wellbeing** benefits. Promoting these along with the environmental benefits of walking, wheeling and cycling through educational campaigns will be a key means of encouraging greater uptake of these modes. Opportunities will be sought to overcome barriers presented by a public realm and urban environment not designed with active travel users in mind by facilitating placemaking and reducing car dominance. Promotion of current best practices and street design guidance will ensure that all street furniture settings take account of users such as the mobility impaired, blind, deaf, parents with pushchairs, elderly and people in wheelchairs resulting in a network that is **accessible for all**. In our urban environments 20 mph zones, traffic calming, pedestrianisation, walk to school initiatives and other

road safety measures (such as minimisation of junction entry and exit flares) will be required to ensure people can walk, wheel and cycle safely.

In 2019 two thirds of households in the SEStran region did not have access to a bicycle. Encouraging the uptake of active travel will therefore depend on increasing people's ability to **access bikes** either through supporting the cost of purchasing a personal bike or by providing enhanced coverage of bike sharing schemes like SEStran's GO e-Bike electric cycle hire initiative.

As outlined previously, e-bikes also provide an opportunity to facilitate longer journeys by bicycle than previously would have been possible for many people. The widespread uptake of e-bikes can therefore help to reduce car dependency and contribute to modal shift for a wider range of journeys before.

Case Study: Go e-Bike, SEStran Region

The Go e-Bike project was developed by SEStran. The project has involved setting up a series of hubs across the region. The hubs are developed with a mix of local community organisations, charities and academic institutions. Each hub is unique and tailored to its community to support long term sustainability.

E-Bikes and support infrastructure are provided based on an assessment of the requirements of the proposed hub in partnership with local stakeholders. There are currently ten hubs across the region with 119 e-bikes available in total across all sites. To date over 1,000 journeys have been made using the scheme.



7.2 POLICIES

- a) The RTS seeks the implementation of measures which improve facilities for those walking, wheeling or cycling
- b) The progression, implementation and ultimate completion of the SEStran Strategic Network is a key policy
- c) Active travel infrastructure should be inclusive by design
- d) The RTS seeks the implementation of initiatives which widen access to bicycle ownership or hire through bike sharing schemes
- e) Roadspace for active travel should be prioritised in towns and cities in line with the sustainable travel hierarchy and this should be integrated into local strategies and policy documents

7.3 ACTIONS

- Progress the delivery of the SEStran Strategic Network and broader cross boundary networks with partners. Develop further phases of this network to ensure a long-term pipeline of investment
- Review destinations served by the active travel network to identify gaps and locations where cross boundary schemes may be required to ensure an integrated, high quality network exists
- Promotional and communication campaigns to highlight the benefits of active travel across the region and encourage people to adopt it where possible
- Deliver road safety measures that enable people to safely use active travel within in the region
- Expand the provision of bike sharing initiatives across the region
- Consider the case for amendments to legislation to ensure that the requirements of all users are appropriately taken into consideration in the planning and implementation of our active travel network



Enhancing Accessibility of Public Transport

SEStran 2035 Regional Transport Strategy

8.0 ENHANCING ACCESSIBILITY OF PUBLIC TRANSPORT

8.1 OVERVIEW

Providing access to public transport for all is essential to ensure that the region realises a transition to decarbonised transport network in an inclusive manner. Transport is essential to enable people to access employment and essential services like healthcare, retail and education but some people face physical and other barriers that prevent them from using the public transport services that provide these links. This can lead to disadvantage, social exclusion, deprivation and is a major driver of transport poverty. Furthermore, the impacts tend to be most acute for the most vulnerable groups within the region such as the elderly, the young, those with disabilities or mobility impairments, ethnic minorities, women and people on low incomes.



Tackling this will require coordinated action to address a number of related access issues. First and foremost, the public transport system must be **physically accessible** which necessitates measures to improve access to vehicles and at stations, stops and interchanges. At the basic level this requires step free access to enable easy boarding and alighting for all users and particularly those with disabilities or mobility impairments. Improving the environment and security at these locations is also important by ensuring there is adequate lighting and, where appropriate, CCTV provision.

It is also essential that everyone has easy access to the **information** they need to be able to plan journeys. The provision of online only journey planning information is not sufficient for all users and, in particular, those that do not have access to an internet connected device or are not confident

using the internet for these purposes. This means travel planning information needs to be available in variety of formats such as traditional paper copies, large print, braille and audio for those with sight difficulties. This needs to be supported by high quality wayfinding information on the network itself, so people do not become lost or confused during their journey. SEStran introduced a **Real Time Passenger Information (RTPI) system** across the region to provide up to date public transport journey information on the network and assist real time journey planning. There is an opportunity to build upon this and expand this provision to enable everyone to be able to plan and track public transport services. This will allow for there to be more efficient multi-modal trips to be taken through the availability of accurate arrival times. Improved availability of real time public transport information enhances customer satisfaction as the perceived wait time is reduced, which in turn can encourage a growth in patronage. However, digital connectivity in more rural areas is unreliable and inconsistent which could restrict access in some parts of the region.



Case Study: Thistle Assistance

Thistle Assistance is an initiative to help people feel safer and more comfortable when using public transport. For example, if you need more time to get to your seat or would like your driver to speak more slowly and clearly then the Thistle Assistance card and app can be used to let transport staff know in an easy and subtle way what extra support is required. The Thistle Assistance card and app are recognised by many public transport operators across Scotland including buses, trains and ferries. It can be used by showing your personalised card or app to their staff so that they will understand what additional assistance you require.

The public transport system should also be **affordable** for all. Bus fares are set by commercial operators whilst on the rail network ScotRail fares are overseen by Transport Scotland. Multi-operator and multi-mode journeys can incur several different fares with discounts usually limited for those not purchasing season tickets. Opportunities must therefore be explored to provide more affordable fares for those groups most in need. Peak spreading (or reductions in peak hour commuting) could also influence fares policy and reduce the need for premium fares at traditional commuting times which are unaffordable for some users. However, fares are also likely to be influenced by the impacts of the COVID-19 pandemic on public transport demand which are explored further in Chapter 17.

Wider rollout of **shared mobility** solutions is another means by which access can be improved in the region. This is likely to offer particular benefits for those who do not have access to a private car (or who would prefer no to use a car) or own any other form of transport. In addition,

it would also benefit those required to spend a disproportionate amount of their income on transport due to 'forced' car ownership. As such, the ability to access a range of transport options on demand without the need to own the mode of transport itself presents significant opportunities to alleviate these burdens and provide more flexible transport solutions.

8.2 POLICIES

- a) The public transport network should be physically accessible for all including vulnerable groups such as those with disabilities, mobility impairments and the elderly. This requires full compliance with the requirements of the Equality Act 2010.
- b) Public transport information should be provided in a variety of formats to meet the specific needs of all users
- c) Real Time Passenger Information should be made available for all public transport modes
- d) The public transport system should be affordable for all based on their ability to pay
- e) Shared mobility solutions should be implemented to provide enhanced access to a wider range of transport options without the requirement for ownership

8.3 ACTIONS

- Regional audit to identify stops, stations and interchanges (and access routes) which do not meet accessibility requirements and to develop a prioritised list of interventions
- Deliver improved public transport information in a variety of formats supported by appropriate wayfinding infrastructure on the transport network
- Introduce Real Time Passenger Information for public transport services through mobile applications, stations, stops and across all parts of the region
- Identify areas of poor digital connectivity where RTPI facilities may be ineffective and work with partners to resolve these issues
- Resist pressures to increase public transport fares and explore opportunities to provide more affordable public transport for those least able to pay for it
- Identify locations where implementation of shared mobility solutions could be beneficial and reduce the level of 'forced' car ownership



Transforming and Extending the Bus Service

SEStran 2035 Regional Transport Strategy

9.0 TRANSFORMING AND EXTENDING THE BUS SERVICE

9.1 OVERVIEW



The bus network is at the heart of the region's public transport system. Almost half (47%) of residents of the region used a bus service at least once a month in 2019. This figure is heavily skewed by Edinburgh though – if Edinburgh residents are excluded, this figure drops to an average of 34%. However, demand has been heavily impacted by the COVID-19 pandemic. To realise our aspirations to decarbonise the region and provide sustainable, affordable access for all, bus services will need to play a pivotal role. The RTS therefore sets out a foundation that seeks to rebuild demand for buses in the wake of the pandemic and that firmly places the role of buses at the centre of the strategy.

Analysis has shown that bus services suffer from delays leading to variable and hence unreliable journey times, predominantly on congested urban routes. This reduces their attractiveness relative to other modes, particularly the private car, leading to reduced patronage. There is consequently a need to ensure that journey times are reliable on the key regional bus corridors. This can be achieved by the provision of appropriate **bus priority measures** that enable reliable travel around the region. The purpose of bus priority measures should be to provide journey times which are more comparable with the car wherever possible. A network of regional, cross boundary high quality bus corridors should therefore be developed that link up urban centres and seek to provide journey times which are comparable with the car wherever possible. These should build upon existing bus priority measures wherever possible supplemented by additional reallocation of roadspace (see Chapter 11), park and rides, bus lanes, bus gates, bus pre-signals and dedicated busways where appropriate. This should supplement work being undertaken in the region to deliver bus priority measures via Transport Scotland's Bus Partnership Fund. Bus priority may not be appropriate in all locations and interventions should be proportionate to the environment and scale of the problem. For example, in rural towns and villages the level of bus priority required is likely to be much less than that needed in urban centres. Bus priority should also be designed into major infrastructure schemes as appropriate. In addition, to be effective, it will be crucial that there

is adequate enforcement of bus priority measures to ensure they are not abused by other road users.

Where bus priority measures may not be sufficient to provide the level of journey time competitiveness required on a corridor it may be appropriate to introduce **Bus Rapid Transit (BRT)** instead. BRT may provide a highly effective solution along congested corridors or those requiring much greater bus transport capacity where segregated routes are necessary to give the degree of priority required to buses. These corridors can also be used as enabling infrastructure for more significant fixed link public transport systems like light rail or trams as was the case with elements of the Edinburgh Tram which started as a BRT route before being converted to tram. As such, where high demand corridors are identified and sufficient priority cannot be provided within the constraints of the existing carriageway, consideration should be given to the implementation of BRT systems within the context of the wider public transport network. This should be considered within the context of a wider Edinburgh & South East Scotland Mass Transit network which is discussed in more detail in Chapter 10.

In some areas **bus service improvements** will be required to enhance connectivity to essential services. To understand this in more detail analysis was undertaken of the relationship between connectivity to services and levels of deprivation across the SEStran region. This classifies postcodes into three tiers based upon the combination of their deprivation, drawing upon the Scottish Index of Multiple Deprivation 2020, and public transport connectivity problems, taking into account locations with no service provision, by a combination of TRACC connectivity analysis and weighting the attractiveness of each destination. The resultant tiers are therefore defined as:

- **Tier 1:** these have the least deprivation and public transport connectivity problems
- **Tier 2:** these show a potential correlation between deprivation and public transport connectivity and are classed as being at risk
- **Tier 3:** these show the greatest correlation between deprivation and public transport connectivity suggesting a relationship may exist

The analysis examined connectivity to colleges, universities, employment and hospitals for residents of the SEStran region with Tier 2 (orange) and Tier 3 (red) locations shown in Figure 9.1 to Figure 9.4 below. In the colleges and universities analysis it can be seen that there are variations across the region but in both there are concentrations of Tier 3 postcodes in Edinburgh, West Lothian, Falkirk and Fife in particular. These areas have relatively poor connectivity to tertiary education and relatively low levels of educational attainment (both relative to all postcodes within the same Scottish Government urban / rural classification level).

The findings of the employment analysis are illustrated in Figure 9.3 which highlights a concentration of Tier 3 postcodes around the periphery of Edinburgh as well as in Scottish Borders, Clackmannanshire and Levenmouth in Fife. In the case of hospitals, shown in Figure 9.4, there are concentrations of Tier 3 postcodes, which are those showing the highest correlation between the SIMD health deprivation index and poor public transport connectivity to healthcare, around the periphery of Edinburgh, in West Lothian, Falkirk, Clackmannanshire and the Levenmouth area of Fife in particular. The RTS has a statutory duty to consider access to healthcare as outlined in the Transport (Scotland) Act 2005.

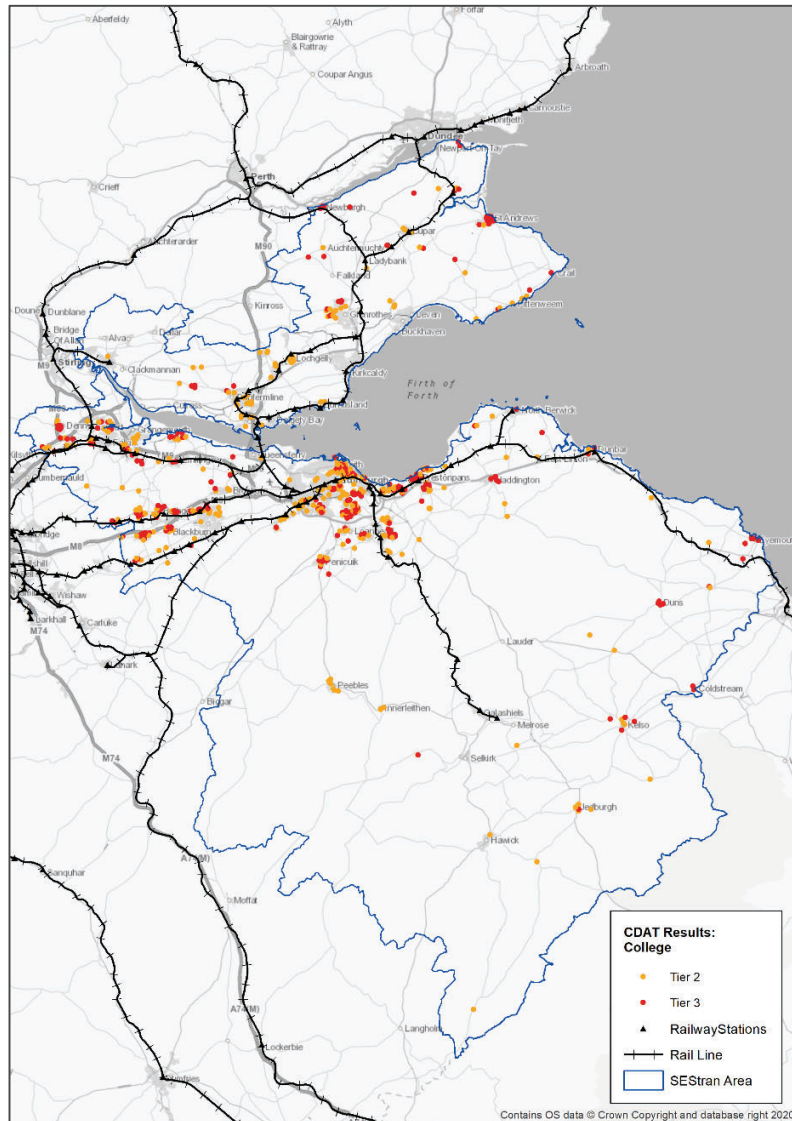


Figure 9.1 Connectivity to Colleges

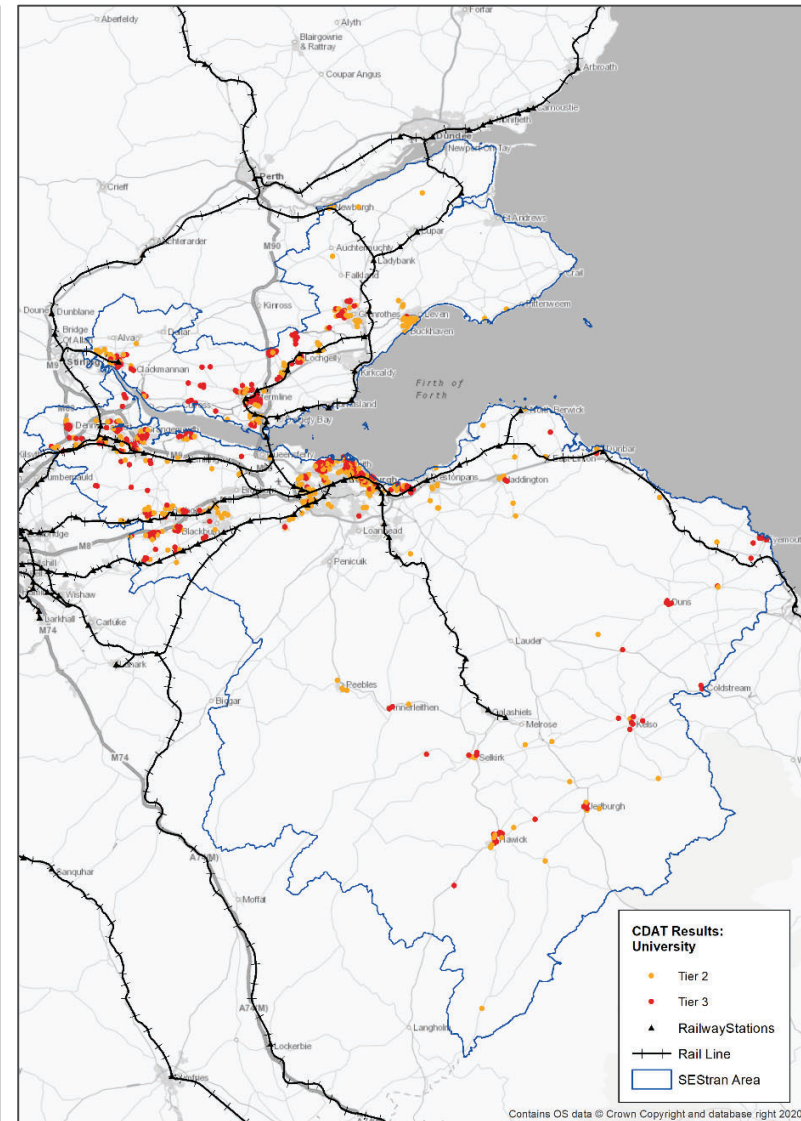


Figure 9.2 Connectivity to Universities

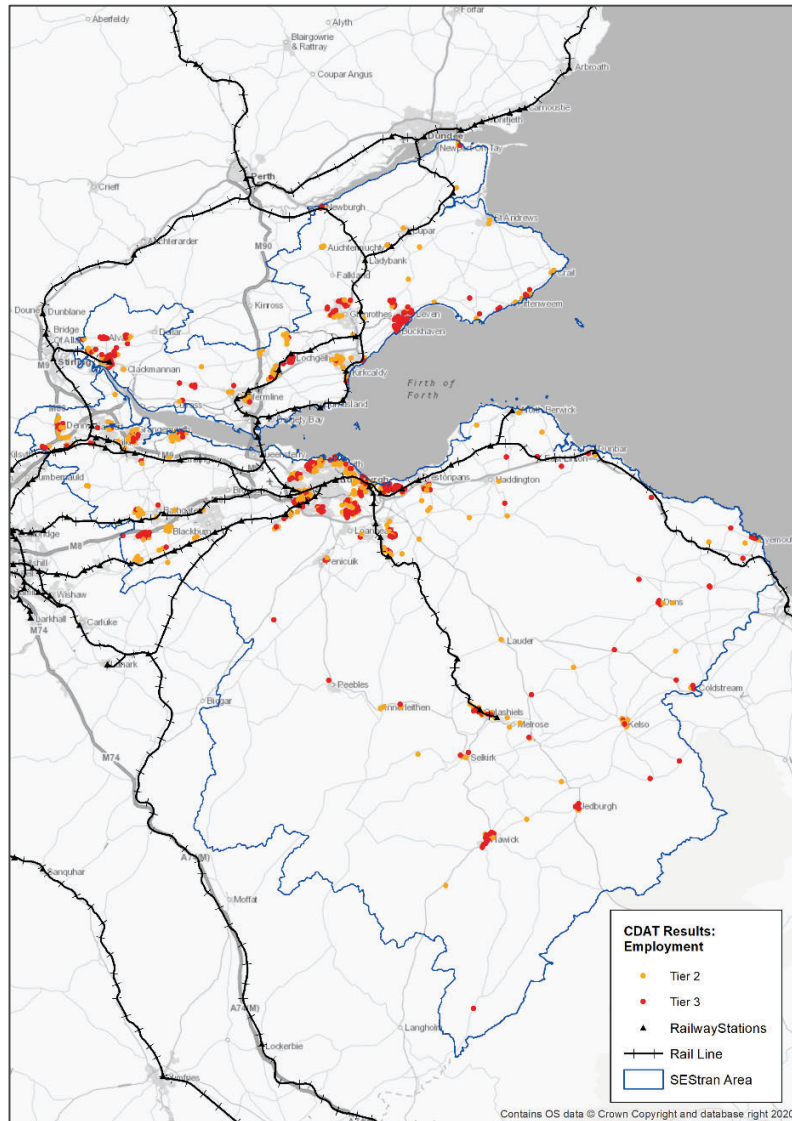


Figure 9.3 Connectivity to Employment

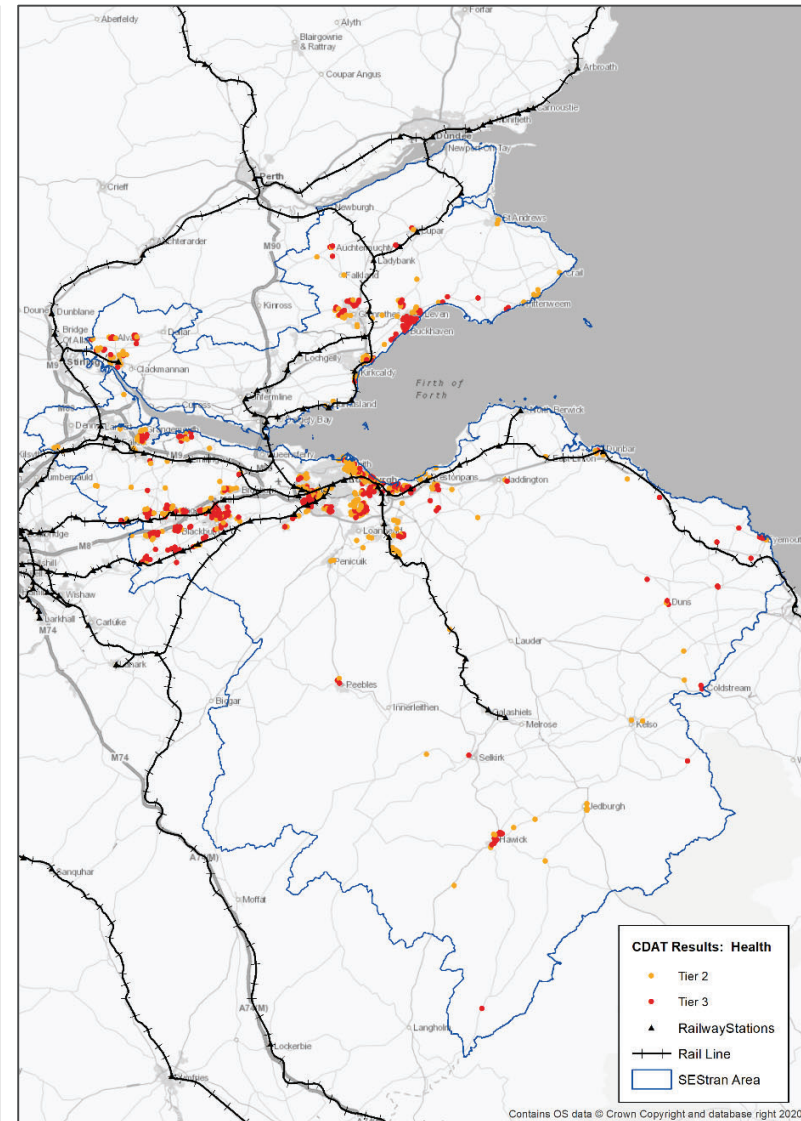


Figure 9.4 Connectivity to Healthcare

This analysis highlights locations across the region where public transport services need to be enhanced to improve access to essential services and reduce the likelihood of people suffering from transport induced deprivation. In these, and potentially other locations, a combination of **new bus services** or **increased frequencies** on existing bus services could help to reduce transport poverty and deprivation. It is important that services are responsive to the needs of the region's users which may require later or earlier services in some instances (e.g., for leisure purposes or for access to shift related employment). In addition, there are parts of the region that could benefit from direct public transport connectivity where multiple interchanges are currently required. Some of our main settlements require three interchanges when travelling between them by public transport whilst others have journey times that exceed two hours making them unattractive to most users. Consequently, inter-local authority bus use (outside Edinburgh) is very low. More direct bus services, at least part of the day, could alleviate these problems and reduce car dependence for journeys between locations outwith Edinburgh. Furthermore, journey times could be improved by the provision of more express services making use of bus priority measures.

In more rural areas it may not be viable to provide scheduled bus services due to the level of demand and associated costs of providing them. The region's rural bus network has become increasingly fragile in the wake of the COVID-19 pandemic as a result of decreasing passenger numbers with patronage levels hovering around 65% of the 2019, pre-COVID-19 levels as we emerge from the pandemic in early 2022. Sustaining rural bus services is therefore increasingly challenging with a consequent need for more subsidies to maintain a basic service that is frequently catering to fewer and fewer passengers. The provision of a core rural bus network is essential for social inclusion and wellbeing purposes and should be retained wherever possible. However, in some instances, the provision of **Demand Responsive Transport (DRT)** may be more appropriate, alongside other interventions to improve partnership working and data sharing to identify opportunities to increase patronage, as piloted by Edinburgh & South East Scotland City Region Deal Workforce Mobility project. SEStran has undertaken a Strategic Demand Responsive Transport Study which has set out a series of conclusions and recommendations about how to overcome the challenges facing DRT in the region, like increased service costs. Further information about how DRT can help to address rural public transport problems is provided in Chapter 12.

The Transport (Scotland) Act 2019 provides **new powers** in relation to buses including the ability to introduce Bus Service Improvement Partnerships and Local Franchising. The application of these powers may be appropriate in some instances to deliver the enhancements to the bus network required in the region and will be explored as part of the suite of potential interventions to improve public transport provision. To support the modal shift there also needs to be some consideration to the reimbursement rate for fares associated with concessionary travel in rural areas as it is harder to attract new patronage, it is easier to generate patronage in a city environment whilst reducing income associated with fare revenue in a rural area where there is not the additional patronage further compounds the impact in a rural setting.

It is possible that **connected autonomous vehicles** will be increasingly used as part of the bus network in the region in the future as well. The CAVForth project will see a fleet of five autonomous buses operate a scheduled service between Ferrytoll Park and Ride in Fife, across the

Forth Road Bridge to Edinburgh Park. It is one of the world's most complex and ambitious autonomous bus pilot projects and could provide the foundation for more widespread implementation of similar services across the region.

9.2 POLICIES

- a) Bus priority measures should be implemented to deliver a network of regional, cross boundary quality bus corridors that link up key urban centres building upon existing bus priority measures
- b) The purpose of bus priority measures should be to provide journey times which are comparable with the car wherever possible
- c) Bus priority should also be designed into major infrastructure and new development schemes
- d) Bus priority measures should be supported by adequate enforcement measures
- e) Consideration should be given to the implementation of BRT on high demand corridors where sufficient priority cannot be provided within the constraints of the existing road network
- f) Service improvements should be implemented in locations identified as at most risk of a combination of transport poverty and deprivation
- g) Bus improvements should support access to healthcare facilities where practical and appropriate
- h) A core network of rural bus services should be retained wherever practical and feasible within available resource and demand constraints
- i) Demand Responsive Transport should be implemented where traditional scheduled bus services are not feasible particularly in rural and remote areas
- j) The application of bus related powers granted through the Transport (Scotland) Act 2019 should be explored to support the delivery of an enhanced bus network in the region
- k) Opportunities for the more widespread usage of connected autonomous vehicles for the provision of bus services should be kept under review pending the outcome of the CAVForth pilot project

9.3 ACTIONS

- Undertake a Regional Bus Connectivity study for non-Edinburgh travel to identify settlement pairs where travel demand is high and bus services are poor, as a means to promoting new routes and connectivity (in partnership with other policies)
- Undertake a Regional Bus Priority study which will identify regional, cross boundary quality bus corridors and key bus priority interventions to reduce bus journey times and improve bus journey time reliability where Edinburgh is likely to be a focus
- Deliver the bus priority interventions funded by Transport Scotland's Bus Partnership Fund and subsequently identified by the Regional Bus Priority study
- Undertake further analysis to develop options to improve bus service connectivity to areas identified as being poorly connected to essential services and suffering from related deprivation. This could include increased service frequencies, new services, more direct services and / or more express services. This will build upon work undertaken by the Workforce Mobility Project.
- Support the delivery of bus services and infrastructure measures which ensure access to healthcare for all

- Work with partners to implement new direct and express services to link settlements across the region that currently require multiple interchanges or excessively long journey times
- Implement the findings of the SEStran Strategic Demand Responsive Transport Study
- Review the bus powers detailed in the Transport (Scotland) Act 2019 and identify if they could be implemented across all or parts of the region as part of an integrated strategy to enhance the bus network
- Review the findings of the CAVForth pilot project and identify whether there are further opportunities for provision of bus services using connected autonomous vehicles in the region



Enhancing and Extending Rail Services

SEStran 2035 Regional Transport Strategy

10.0 ENHANCING AND EXTENDING RAIL SERVICES

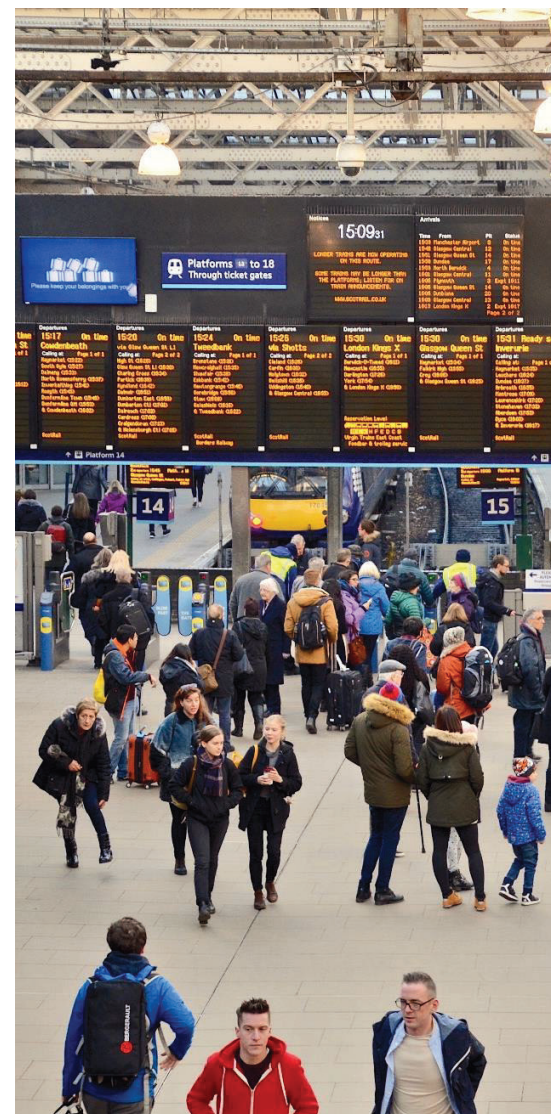
10.1 OVERVIEW

The rail network (comprising 'conventional' heavy rail and the light rail / tram) plays a key role linking up the region as well as providing connectivity to external locations. The region has benefitted from the construction of the Borders Railway which opened in September 2015. The line carried 1,737,000 passengers by the end of its fourth year of operation (October 2019) which is over 22% more than during its first year. Whilst demand has subsequently been impacted by the COVID-19 pandemic this nonetheless highlights the role that new rail infrastructure can have in driving public transport usage across the region. Indeed, evaluation published by Transport Scotland of both the Borders Railway and Airdrie Bathgate Rail Link (opened in 2010) has demonstrated the value of these investments to the SEStran area.

The pandemic has had a significant impact upon public transport passenger numbers and has reversed the previous long-term trend of growth in patronage on the rail network. The longer-term implications of this are currently uncertain but in the short-term there is likely to be some consolidation around the rail industry. However, enhancing and extending rail based services within the region is still regarded as a fundamental component of the strategy as a viable public transport alternative will be essential to encourage modal shift and facilitate decarbonisation and network efficiency.

In the east the rail network is less densely developed than other parts of Scotland, notably around Glasgow. There may consequently be greater opportunities to **expand the rail, light rail and tram network** in the region and these should be explored through appropriate appraisal and business case development. This approach has seen the successful commitment to the reopening of the Levenmouth rail link which will connect Leven and Cameron Bridge to the network.

Similarly, more of the region's towns and settlements could be connected to the existing rail network by the provision of **new stations**. This is particularly important where significant new



developments are proposed, and opportunities should be sought to connect these to the rail network where appropriate. SEStran along with local authority partners was instrumental in delivering and supporting the existing commitments to deliver new stations at East Linton (East Lothian), Reston (Scottish Borders) and Winchburgh (West Lothian). However, it is imperative that any new station needs to be supported by an appropriate level of service provision that enables a meaningful travel option for local residents and supports the principles of inclusive economic growth and low carbon travel. Proposals for new stations in other locations should be subject to an appraisal process that identifies improved partnership working between rail and bus operators and helps support and deliver improved integration.

Enhancements to **rail services** can also deliver improved public transport connectivity. This could take a number of forms such as more direct through services between locations, reducing the need for interchange on existing routes or increased frequencies on particular routes or at key times of the day. Analysis has identified that there may be merit in exploring enhanced cross Edinburgh services to cater for demand between East Lothian, Midlothian and the Scottish Borders to, for example, Edinburgh Park and South Gyle. Opportunities should therefore be sought to improve existing rail services including longer trains, more frequent services, new routes, earlier and later services on an ongoing basis taking into account emerging travel patterns, including the possible reduction of peak hour commuting in the wake of the COVID-19 pandemic. However, the RTS does not support reductions in rail service frequencies or levels of provision unless it can be clearly demonstrated that there will be no detriment to the region's communities and residents, particularly those most vulnerable to social exclusion. In addition, this should take cognisance of the at-risk areas identified as potentially suffering from a correlation between a lack of public transport connectivity to essential services and deprivation outlined in Chapter 9.

Many parts of the region's rail network, such as Edinburgh Waverley and the East Coast Main Line, suffer from **capacity constraints** which limit the ability to provide additional passenger and freight services (see Chapter 14). The resolution of capacity constraints like these will be necessary in some instances to enable the provision of new stations, new routes and increased service frequencies. The further electrification of the rail network is also essential in the decarbonisation of transport with the Borders Railway, Fife Circle and parts of the East Coast Main Line yet to be electrified. As part of Phase 1 of the improvements to the Borders Railway, the line will be electrified. Where overhead line electrification is not possible battery powered trains may provide a viable alternative for electrification. Transport Scotland and Network Rail have an ongoing programme of investment managed through five-year long Control Periods. It is therefore important to ensure that investment in the region's rail network is programmed into these Control Periods to ensure capacity constraints and other issues are addressed.

In the longer term there are potential opportunities to link the region into the emerging **High Speed Rail** network for the UK via a link to north east or north west England. This would provide faster journey times and enhanced inter-regional links bringing reductions in internal UK short-haul flights and economic benefits to both locations. The business case and technical feasibility of High Speed Rail serving the east coast of Scotland requires further development and SEStran will support Transport Scotland along with the UK Government in investigating these further. SEStran is also supportive of further work to improve cross-border connectivity between the cities of Edinburgh and Carlisle and also to provide potential access to High Speed Rail at a revamped Carlisle Station, with £10 million identified through the Borderlands Inclusive Growth

Deal for the development of the case for extending the Borders Railway. This process will identify improved partnership working between rail and bus operators and helps support and deliver improved integration.



At the other end of the spectrum our urban areas could benefit from improved connectivity provided by **light rail and tram** solutions. There are a range of proposals for extensions to the existing Edinburgh Tram network with the Newhaven tram extension being due to become operational in Spring 2023. STPR 2 and NPF 4 both support the development of an Edinburgh & South East Scotland Mass Transit system which could take the form of tram and bus-based modes including Bus Rapid Transit (BRT) with the latter being discussed in more detail in Chapter 9. This would be integrated with the existing bus, tram and heavy rail network.

Any new mass transit routes or further tram extensions will require appraisal and business cases to be developed accordingly. STPR 2

highlights opportunities for mass transit to improve connectivity between Edinburgh and the surrounding communities in the region, as well as to provide more direct connections between communities outside Edinburgh. As such, there may be opportunities to introduce light rail / mass transit systems in other parts of the region within existing dense urban areas or as part of new developments. Again, these initiatives are supported in principle, particularly where they create a step-change in public transport quality.

It is also essential that our rail network is **affordable** and not seen as only for better-off commuters. There has been a historical disparity in rail fares across Scotland, and within the region itself. Fares rationalisation should therefore be explored to provide more equitable access to train services across Scotland as part of a strategy to make public transport within everyone's means.

In the future there is also scope for greater **automation and innovation** to be integrated into the heavy and light rail network. Automated train operations (ATO) offer predictable running times, higher capacity, energy optimisation, automated and computerised failure detection and response, enhanced safety as well as the potential for driverless train operation (and therefore cost savings or the ability to provide more services for the same money). ATO is expected to considerably alter the interaction between infrastructure and the day to day running of rail operations. Some automated and driverless rail systems are already in operation such as the Docklands Light Railway (DLR) in London and opportunities for driverless operation across the region should be kept under review.

10.2 POLICIES

- a) Opportunities should be explored with partners to expand the rail network across and beyond the south-east of Scotland through new lines and stations where appropriate, cost effective and in line with strategy objectives
- b) The RTS supports the delivery of new stations at Reston, East Linton, Winchburgh and at Leven and Cameron Bridge as part of the delivery of Levenmouth rail link
- c) Opportunities should be explored with partners to introduce new services including more direct links across the region, national boundaries and cross city connections
- d) The resolution of key capacity constraints on the rail network should be taken forward as a priority
- e) The full electrification of the rail network in the region should be delivered in line with Transport Scotland's decarbonisation strategy
- f) Opportunities to link the region to the emerging High Speed Rail network should be explored. The RTS supports reduced cross-border rail journey times as a means to improve competitiveness with short haul flights and reduce emissions.
- g) Implementation of an Edinburgh & South East Scotland Mass Transit system is supported in principle and should explore further opportunities to expand the regional light rail and tram network
- h) The rail network should be affordable for all and opportunities for fares rationalisation across Scotland should be explored to ensure parity of access and affordability

10.3 ACTIONS

- Support / undertake appraisal and business case development for new rail and light rail / tram infrastructure including lines, stations and services, including longer distance, cross boundary opportunities
- Work with Transport Scotland and Network Rail to deliver new rail infrastructure in the region where appraisal and business case development has demonstrated its merits
- Investigate the merits of introducing enhanced cross Edinburgh train services to cater for demand between East Lothian, Midlothian and the Scottish Borders to Edinburgh Park / South Gyle
- Identify capacity constraints upon the rail network and appropriate resolutions to enable the provision of passenger and freight services that meet both current and future needs
- Work with Transport Scotland and Network Rail to seek the acceleration of the electrification of the rail network of the region
- Support Transport Scotland and the UK Government in the development of a business case for High Speed Rail serving south-east Scotland
- Undertake appraisal and business case development for an Edinburgh & South East Scotland Mass Transit system including new light rail and tram links within the region, based on a 'settlement connectivity' review
- Engage with Scottish Government for a national review of rail fares and a rationalisation of fares across Scotland drawing on Transport Scotland's 'Fair Fares' review findings.

- Develop a concordat / partnership agreement with rail operators and associated rail industry partners to foster even closer working relationships and deliver rail related priorities



Reallocating Roadspace on the Regional and Local Network

SEStran 2035 Regional Transport Strategy

11.0 REALLOCATING ROADSPACE ON THE REGIONAL AND LOCAL NETWORK

11.1 OVERVIEW

Encouraging more people to use public transport and active travel will depend upon the provision of high-quality infrastructure that makes these modes as attractive as possible in comparison to car. In some instances, this may require parts of the road network to be reallocated in order to give greater priority to alternative modes. There are a number of ways in which roadspace could be reallocated including to:

- **Walking and Wheeling:** widening footways provides more room for walking and wheeling whilst upgraded links can make previously dangerous or unappealing routes suitable for a much wider range of users including those with mobility impairments or disabilities
- **Cycling:** depending on traffic volumes and speeds, cycle lanes or fully segregated cycleways provide dedicated space for cyclists and prevent them from having to mix with general traffic making it safer and more appealing to a wider range of users
- **Shared Use Active Travel:** rather than being dedicated to pedestrians or cyclists alone, where volumes are low shared use facilities can be used by both making them attractive to all types of active travel
- **Buses:** facilitating bus priority measures such as busways, bus lanes, pre-signals and gates that enable buses to avoid congestion and provide a quicker journey time, particularly at peak periods, compared to cars
- **Freight:** the provision of loading bays and dedicated freight only lanes are ways in which access can be improved for freight vehicles. There is also the possibility of enabling HGVs and / or LGVs access to some bus lanes.

In the case of freight it is important to strike a balance between ensuring goods can access our urban areas in an efficient manner whilst also minimising the adverse impacts these vehicles have on other users of the network, particularly public transport, and the environment. For example, whilst allowing goods vehicles access to bus lanes may increase efficiencies of deliveries, it could have an adverse impact on public transport services leading to fewer people choosing to travel by bus as a result whilst also contributing negatively to air quality in urban areas.

Overall, the goal of roadspace reallocation needs to be to reduce reliance on private cars and encourage the use of more sustainable alternatives. Opportunities should therefore be sought throughout the region to reprioritise the regional and local road network in line with the sustainable travel hierarchy. This approach should be reflected in the roadspace allocation within new developments as well.

11.2 POLICIES

- a) The RTS encourages the reallocation of roadspace away from general traffic to specific groups of road users including for public transport and active travel

- b) The principles of the sustainable travel hierarchy should be applied to reprioritise the local and regional road network wherever possible
- c) The sustainable travel hierarchy should be used as a material consideration to prioritise the allocation of roadspace within new developments in the region
- d) SEStran will work with local authority partners to deliver locally and regionally significant roadspace reallocation initiatives
- e) Opportunities to provide roadspace reallocation to support the efficiency of freight movements should be explored where these will not significantly disadvantage public transport users, communities or the environment

11.3 ACTIONS

- Develop a framework and set of criteria to assist partners in identifying and delivering local and regional road space reallocation proposals reflecting both urban and rural areas. This should be undertaken in an inclusive way and in line with the NTS2's sustainable travel hierarchy.
- In collaboration with bus operators, undertake analysis of regional and cross-boundary corridors where congestion is impacting on bus operations and identify locations where roadspace reallocation may be required
- Explore the shared use of bus / commercial vehicle lanes through the development and implementation of the SEStran Freight Strategy



Delivering Seamless Multi- Modal Journeys

SEStran 2035 Regional Transport Strategy

12.0 DELIVERING SEAMLESS MULTI-MODAL JOURNEYS

12.1 OVERVIEW

Enhancing the integration between modes reduces the barriers to interchanging between different types of transport which is often perceived as a significant impediment to users, and will lead to a transformational change in how the transport network is accessed and used. The delivery of a more seamless transport network for the region will make travelling by public transport and active travel more attractive for a wider range of journeys and reduce the high levels of car dependency with 64% of journeys to work by residents of the region being made by car drivers or passengers in 2019. This seamless transport network will be aided through an **integrated ticketing scheme** incorporating fare capping and measures to reduce two fare trips or a more targeted initiative. To be truly effective these schemes need to operate across different operators and modes.

Case Study: London Integrated Ticketing and Fare Capping

Travelling within and between London Zones was simplified in 2003 with the introduction of Oyster Cards. These allow users to travel via different modes using a single form of payment. This progressed in 2005 to include fare capping, limiting how much a user pays for their journeys across a 24-hour day, or within a week once their accumulative fares add up to a certain amount. After fares reach a 'capped' price, a user can make as many journeys as they wish within that time frame for no further cost. The capping charge varies at peak or off-peak times and whether a user is travelling within or between zones. In 2014, integrated ticketing and fare capping was also introduced for people tapping their contactless bank cards or banking apps on mobile phones which has become more popular than Oyster Cards.



'Tap' Oyster card, contactless or device at a card reader to begin a journey



At the end of the journey, 'tap' out with the same device to ensure all your journeys are logged

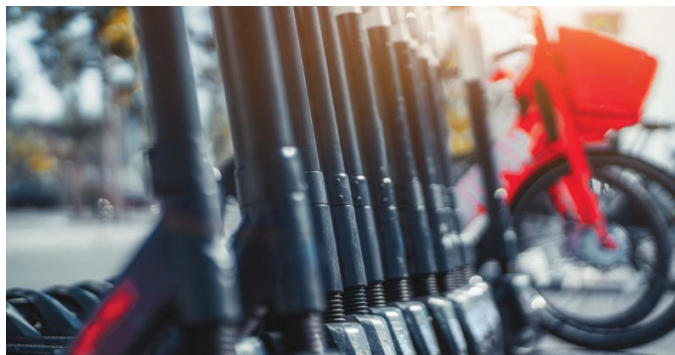


At the end of the day or week, your journeys will be logged and fare capping applied if necessary

the local circumstances. So, there is no 'one-size fits all' approach to their design and the facilities at each must be tailored to it individually as outlined in the SEStran Mobility Hubs study published in March 2020. Transport provision should range from public transport and shared mobility provision (e.g., bike sharing, car sharing, electric scooter sharing, etc.) to ancillary mobility services like EV charging, bike parking and repairs as well as digital information provision. Supplementary services like wi-fi, parcel lockers, fitness or play areas and other urban realm improvements can also be provided as well. Local access to multi-modal mobility hubs should be facilitated by high quality active travel routes that enable safe walking, wheeling and cycling. The first phase of delivery will involve implementing the eight pilot locations identified in the SEStran Mobility Hub study ahead of a wider rollout.



Source: SHARE-North, Autodelen.net

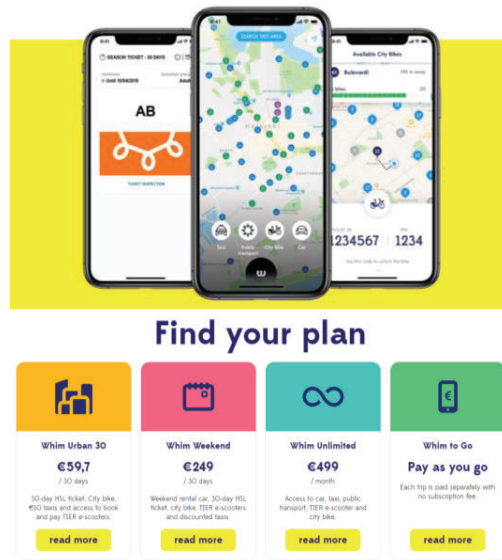


Electric Scooter Sharing

It is currently illegal to ride an electric scooter on a footway or road in the UK although they are subject to trials within four Future Transport Zones in England. It is anticipated that these will establish the foundations for regulations that will enable use of electric scooters and open up opportunities to introduce scooter sharing schemes across the country. Nonetheless, legislative and safety issues surrounding electric scooters remain at this time and these will need to be taken into consideration before any decisions are taken to introduce scooter sharing schemes in the region.

Where appropriate multi-modal mobility hubs should also be linked to enhanced **park and ride** provision. Whilst the demand for park and ride may be impacted in the wake of the COVID-19 pandemic, in some locations it may still be appropriate to provide additional or new park and ride capacity and where this is the case this should be accompanied by measures to support the development of multi-modal mobility hubs wherever possible. Ongoing investment and where appropriate capacity improvements should be encouraged at local rail stations where there is evidence of sufficient residential catchments both in terms of walk, cycle and drive-in access. Any increased capacity should be evaluated relative to potential increases in vehicle kilometres or impacts on local community networks, in line with the established investment hierarchies. Priority should be given to railway stations which have good strategic links and are easily accessible for all modes, including opportunities to interchange between bus and rail. Priority should also be given to addressing localised parking issues at existing park and ride sites where there is evidence of overspill and excessive parking which impacts on local residential neighbourhoods. In addition, whilst the term park and ride is indicative of car based travel, increasing car parking at existing sites should be assessed in the context of other opportunities to improve accessibility by active travel and bus.

Mobility as a Service (MaaS) envisages users buying transport services (including public transport, car usage, access to active travel, taxi, demand responsive transport, etc.) as packages based on their needs instead of buying the means of transport itself or in a series of distinct packages. It is being driven by digital innovation which presents the opportunity to combine transport provision through a single platform. The implementation of MaaS within the region presents an opportunity to create a seamlessly integrated sustainable travel system that meets the needs of users as effectively and efficiently as possible. However, given the uncertainty at this time around the ways that MaaS will develop there is a need for the public sector and bodies like MaaS Scotland to guide and shape MaaS provision to ensure its successful delivery by supporting a broad, collaborative and multi-modal approach. MaaS will also be reliant on the improvement and equality of broadband and mobile digital access across the region.



Case Study: Whim, Helsinki

In Helsinki, MaaS Global is the first commercial start-up to develop a MaaS subscription service. This was created in October 2016 through the launch of its Whim app. It offers several levels of service, ranging from a pay-as-you-go option to an unlimited use package which includes public transport, taxis, bike and car-sharing.

Whim was enabled by Finnish Ministry of Transportation legislation, which itself was informed by the deregulation of their telecoms market, making it mandatory for public transportation to allow access to their Application Programming Interfaces (APIs) and ticketing systems on vendor platforms. Phase one of the legislation came into effect in January 2018, with phase two implemented in January 2019.

Whim now has 13,000 active users per month in Helsinki and has expanded its service to several other European cities, including Antwerp and Birmingham. Within Helsinki, Whim currently has less than 1.5% of the total mobility market but aims to shift the market from ownership to usership, with its unlimited package costing less than car ownership.

Any MaaS scheme in the SEStran region would need to be capable of meeting the differing needs of both urban and rural areas which must be considered when planning the ecosystem. The geographical scale at which a MaaS scheme operates also needs to be considered as artificial boundaries could be created which limits its effectiveness. On this basis, a regional scheme may be most effective. In urban areas, MaaS will predominantly provide a more comprehensive sustainable mobility package that provides an attractive alternative to the private car leading to a reduced need for ownership and usage.

In our rural areas, MaaS needs to ensure that people are provided with effective and affordable links to essential services particularly for those that do not own a car, or who would prefer not to use a car. Rural residents with lower levels of independence are likely to be the users who have the greatest potential to benefit from MaaS as shown in Figure 12.1.⁵ Within this group, planned journeys, where the person knows in advance where they want to go, are likely to be those with the greatest opportunity to be delivered by new transport methods through MaaS. Here, users typically have more notice to consider their journey method ahead of time. They also have a greater degree of flexibility over their journey compared to commuting or spontaneous trips. In rural areas, MaaS providers and transport operators should be seeking to increase convenience, decrease cost or ideally do both in order to help create a

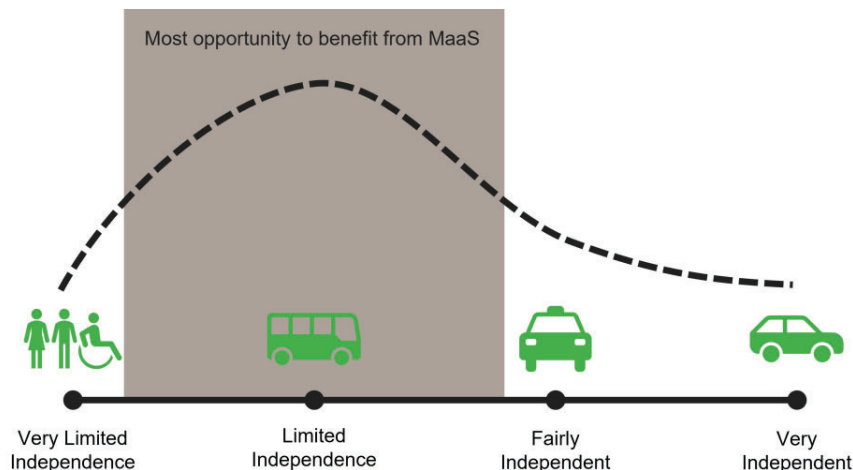


Figure 12.1 Rural Independence and Opportunity for MaaS Adoption

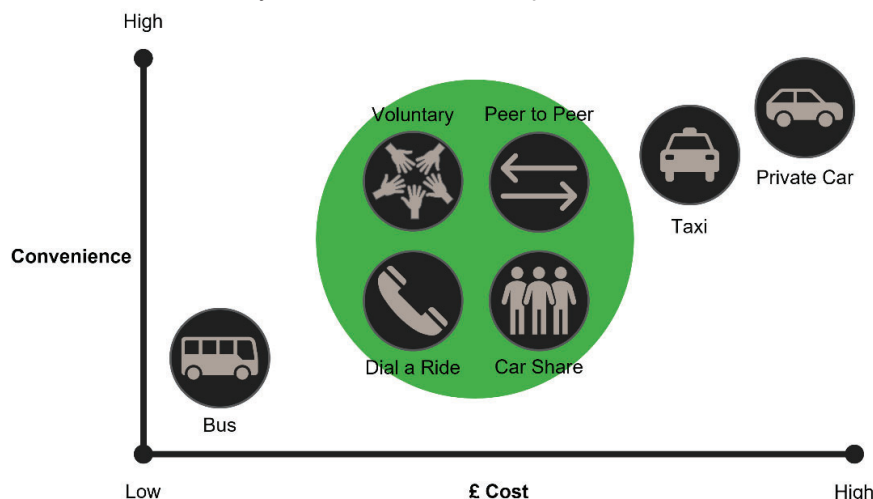


Figure 12.2 Convenience v Cost of Rural Transport Modes

desirable proposition for passengers.

The greatest opportunity lies in the field of **Demand Responsive Transit (DRT)** as illustrated in Figure 12.2. Whilst DRT is not a new concept and is already widely operating across rural areas in the region, there are opportunities to deliver DRT services to a wider user base at a lower cost to users, predominantly in urban settings. Current examples of rural DRT are operating at higher costs than fixed route services, so the right level of support is required to maximise the potential to rural communities. SEstran will continue to work with Local Authorities and Transport Scotland to expand the pilot DRT services and use the data collected to make the case for additional support

⁵ Adapted from Transport Catapult: Ready for Innovation – The Opportunity for Innovation in Rural Transport

where required. The opportunity for transport suppliers is to make more use of existing spare capacity on their services. This capacity comes in the form of spare seats, empty running and vehicle downtime, or when renewing fleet consideration should be given to smaller, more flexible buses that can be used for fixed route and DRT. Data capture, data sharing, partnership working and innovation can help to tackle these inefficiencies by increasing viability of services, making booking services easier and smarter routing. The benefit to customers would be optimised services providing better accessibility and meeting their needs more effectively. DRT could play a much wider role than it does currently, by harnessing emerging app-based systems and booking and scheduling technology ('enhanced' DRT); by partnership and integration between existing DRT operators and the wider public transport network; and being viewed as a realistic alternative to expensive fixed-route bus services. To achieve this, it will require changes in funding priorities, as well as greater support for the community transport providers who face particular challenges of finance and human resources.

Where fixed-route or demand responsive bus services are not viable, **subsidised taxis** may provide the only viable alternative to ensure people have access to the transport that they require. These involve a fleet of taxi vehicles which, in addition to their normal core service, operate a bookable, shared, demand-responsive public transport service. The service utilises a centrally operated call centre to take passenger bookings, integrating with local bus, rail, and other transport networks to ensure connectivity and seamless travel.

More broadly **taxis, ride sourcing and community transport** all have a role to play in providing mobility where public transport is not available or convenient as well as where people do not have access to their own private transport. In particular, these can provide vital links for people who are elderly, require special assistance or, for mobility or other reasons, cannot access public or other private transport.

Finally, the further rollout of **bike-buses** presents an additional opportunity to improve integration between modes. These have been successfully introduced by Borders Buses with 23 bike-friendly vehicles now operating with space for between 2 - 4 bikes. These have enabled people to combine bike and bus journeys where previously this wouldn't have been possible. In the future similar provision should also be further extended on train services where practical.

12.2 POLICIES

- a) An integrated ticketing system is supported and should be implemented across all modes of transport in the region
- b) A network of integrated, multi-modal mobility hubs should be implemented across the region starting with the eight pilot locations identified in the SEStran Mobility Hub study
- c) Local access to multi-modal mobility hubs should be facilitated by high quality active travel routes that enable safe walking, wheeling and cycling
- d) Park and ride provision should be enhanced where (i) there is evidence of sufficient residential walk, cycle and drive-in catchment, (ii) where there is evidence of localised parking issues such as overspill and excessive parking which impact on local residential networks, and (iii) where it can be shown that it will result in a reduction in car-km

- e) The implementation of a regional MaaS scheme is supported in principle
- f) Opportunities to expand and enhance DRT provision should be sought and to make the most efficient usage of capacity available on existing transport services
- g) Opportunities should be sought to expand the provision of bike-buses across the region to facilitate more integrated journeys
- h) Where practical opportunities should be sought to enable the secure carriage of bikes on trains

12.3 ACTIONS

- Deliver integrated ticketing systems, potentially incorporating fare capping, which can be used across all modes of public transport and operators, taking into account the digital provision differences in urban and rural areas
- Identify a network of region multi-modal mobility hub locations building upon the initial pilot locations along with the infrastructure and services required at each taking into account their urban or rural location and the anticipated scale of demand
- Deliver the eight pilot multi-modal mobility hubs as defined in the SEStran Mobility Hub study
- Review the findings of electric scooter sharing pilot schemes and determine whether their implementation in the region is feasible and appropriate
- Identify locations where increased park and ride capacity may be required taking into account findings from recent SEStran and ScotRail park and ride studies
- Deliver a regional MaaS pilot scheme with a view towards establishing the long-term viability of MaaS in the region
- Work with DRT and community transport operators to deliver more widespread and efficient usage of services in areas where traditional fixed-route bus services are inappropriate. Differing approaches may be required for urban and rural areas.
- Support provision of taxis, ride sourcing and community transport for vulnerable groups and people without adequate access to public or private transport. Differing approaches may be required for urban and rural areas.
- Work with partners to deliver more buses in the region with the facilities to carry bikes
- Pursue improved provision of trains equipped with facilities for the safe carriage of bikes



Decarbonising Transport

SEStran 2035 Regional Transport Strategy

13.0 DECARBONISING TRANSPORT

13.1 OVERVIEW

In the SEStran region, the transport sector is responsible for over 26% of CO₂ emissions⁶, the majority of which derives from road transport, which is highly dependent on fossil fuels. This high contribution to emissions has detrimental impacts on the environment, ecosystems, and air quality notably for those living in densely populated urban areas and near main roads. As the Scottish Government is aiming to phase out the need for new petrol and diesel cars by 2030 as outlined in the Update to the Climate Change Plan published in December 2020, it is paramount to critically consider alternative fuels and environmentally friendly technologies, not only for cars, but across the transport sector. Overall, a holistic solution is required to decarbonise the transport sector which prioritises the sustainable travel hierarchy. However, where travel by private vehicle is necessary it is essential that a transition to alternative fuel sources is facilitated to minimise carbon emissions.



Electric vehicles (EVs) are currently viewed as the future of road transport and are gaining in market share, with pure EVs accounting for nearly 5% of new car sales in 2020.⁷ There are numerous benefits to EV use including zero tailpipe emissions and lower levels of noise. EVs therefore offer the potential to make a significant contribution to decarbonising the private vehicle fleet and tackling the Climate Emergency. Battery technology is also becoming more advanced and with more widespread uptake there has been an associated decline in EV costs. This decline is expected to bring the price of an EV into line with an equivalent fossil fuel powered car in the coming years.

The manufacture of EVs remains a carbon intensive process, they require electricity which can come from fossil fuelled power stations, and the mining required to provide materials for batteries brings its own environmental issues. There is some debate about

⁶ Local Authority territorial CO₂ emissions estimates (kt CO₂), Department for Business, Energy & Industrial Strategy

⁷ <https://www.smmmt.co.uk/vehicle-data/car-registrations/>

how much less carbon intensive an EV is over its lifecycle compared to a fossil fuelled car, but there is little doubt that where a car trip has to be made, it is better made in an EV. At present, once someone purchases an EV, their per-mile travel costs are substantially reduced. Nevertheless, the shift to EVs will not resolve the problems around high levels of congestion on the roads and the associated delays, unreliable journey times, noise and particulate emissions which come with continued car use. The 20% reduction in car kilometres target set by the Scottish Government would also not be achieved through the shift to EVs as many journeys will continue to be made by car, this is covered in more detail in Chapter 16.

However, there are still many factors **hindering the uptake** of EVs. Despite the benefits of lower operating costs, the price of an EV remains high compared to a petrol or diesel powered car preventing some people from entering the market. Whilst grants were previously available from central Government to support the uptake of EVs these are now winding down. There is potential for local or regional incentives to be offered in their place or alternatively to wait for the market to respond to increased demand and drive down prices.

In addition, whilst the technology is developing, range anxiety is still prevalent due to battery capabilities and a still developing network of charging infrastructure which can further dissuade potential buyers. There are many options for the provision of charging infrastructure ranging from being fully market led to fully public sector led. There are also challenges presented by different environments with highly urbanised environments making provision of residential on-street charging infrastructure difficult whilst rural settings will require provision of on-street charging infrastructure to ensure that range limitations do not prohibit the uptake of EVs in these more car dependent areas. Adapting existing urban / rural environments also presents significant challenges, with the retrofitting of existing public space representing a barrier to the wider provision of public charging infrastructure. These challenges also exist within new housing developments.

Transport Scotland's A Network Fit for the Future: Draft Vision for Scotland's Public Electric Vehicle Charging Network outlines that the increased adoption of electric vehicles will accelerate the public charging network's growth, resulting in a shift towards a network largely financed and operated by the commercial sector. The public sector will continue to play a role in the development and co-ordination of the network by ensuring that the market does not exclude any sections of society (e.g. rural areas which may not be commercially viable) and by playing a key enabling role for investment. There is a risk for example that those without a driveway and therefore unable to charge from home will have to pay more, and by definition this on the whole benefits those that are better off already.

The capability of the **electrical grid** to provide the capacity required for a widespread rollout of EVs is also an issue – analysis of this at the regional and local level remains at a relatively early stage and will also be a consideration for local authorities in terms of the delivery of their services using EVs (refuse collection etc.). This is likely to vary across the region and there may be local areas where upgrades are required to support the necessary charging infrastructure to facilitate the fleet transition.

A shift to alternative fuels will also have implications for **tax revenues** for UK Government due to a loss of fuel duty and VAT which will likely require consideration of how we pay to use the road network. In the short term, there is a key risk that the decarbonisation of the car fleet in particular brings renewed traffic growth, as users feel 'greener' and the costs to the user are reduced. This unintended consequence would lead to other negative impacts such as **congestion, delays** and **unreliable journey times**. As such, a range of policy measures which may include new taxes or road user charges, encouraging modal shift to public transport and active travel will still need to be pursued to achieve both decarbonisation aspirations and an efficient and sustainable transport system. The replacement of one set of taxes (fuel duty and VAT) with another (e.g., road user charging) does risk creating 'winners and losers' however unless the system operates on a uniform per-mile basis analogous to petrol / diesel consumption. The impacts of any such change would need careful assessment from an equalities perspective.

In addition to EVs, **electric bikes** (e-Bikes) have also now emerged as genuine alternative mode to private car for some journeys. The assistance provided by the battery either through peddling (pedelecs) or via a throttle lets you cover longer distances making trips that were only viable for more 'committed' cyclists, more accessible to a wide range of people. In addition, e-cargo bikes are also becoming a potential option for last-mile freight logistics and deliveries. Electric scooters are also being trialled as a form of urban mobility and are discussed further in Chapter 12. Furthermore, electric drive has already been adopted for the region's trams and much of the rail network with its further electrification discussed in Chapter 10.

Nonetheless, whilst electric power appears to be emerging as the dominant technology it will not necessarily be appropriate for all modes of transport. For example, large vehicles like buses and HGVs could have difficulty in carrying batteries large enough to power them suggesting decarbonisation of these modes may require **alternative fuels** such as green hydrogen. The use of hydrogen as an alternative fuel source in cars and other vehicles is in continuous development and could produce greater benefits than electric vehicles. Therefore, if the capabilities of the hydrogen surpass those of electricity, policies and infrastructure will adapt accordingly to hydrogen to ensure the continued shift to net zero. Similar to EVs there are a range of issues around the provision of the necessary supporting infrastructure for these alternative fuels and there may be a need for public sector investment or partnerships to ensure that suitable alternative fuels are available for commercial vehicles, and buses along with the network of fuelling infrastructure they need.

13.2 POLICIES

- a) The RTS seeks the implementation of measures which facilitate the decarbonisation of the vehicle fleet including cars, buses, vans, trains, ships and aircraft in line with national requirements
- b) The RTS recognises the risks associated with lower car running costs and supports measures (subject to equality impacts) to prevent renewed growth in private car travel, and to encourage the use of alternative modes in line with the NTS 2 sustainable travel hierarchy and national car kilometre reduction targets
- c) SEStran supports suitable taxation measures for ICEs, EVs and other alternative fuelled vehicles that ensure their usage is managed in line with the NTS 2's Sustainable Travel Hierarchy and 'polluter pays' principles

- d) The RTS seeks the roll out of EV charging infrastructure for all to support decarbonisation of car-based travel and support development in areas which may be commercially unviable for private sector investment
- e) The RTS seeks to implement infrastructure (including covered parking at residential and employment facilities) which supports the wider uptake of e-bikes and e-cargo bikes

13.3 ACTIONS

- Engage with Scottish Government for effective national strategy / guidance / specifications on fleet decarbonisation and rollout of appropriate and future-proofed supporting infrastructure. This should include legislation to manage on-street charging provision and provision of chargers in new developments.
- Work with the private sector and partners to develop a regional electric vehicle (and e-bike) investment and charging strategy, with associated technical guidance, including a spatial strategy across the area for long journey rapid charging facilities and for local area hub / community charging
- Develop and coordinate a regional information strategy including messaging around the need to ensure EVs are not regarded as a green light to increased car use and the range of issues associated with this. Strategy includes highlighting the potential of e-bikes and e-cargo bikes as viable modes of passenger and freight transport.
- SEStran and its partners will seek to engage with national governments around suitable taxation measures for ICEs, EVs and alternative fuelled vehicles and how they could potentially be applied as demand management measures
- Collate data / knowledge around green hydrogen / fuel cell technology, EV charging technology (e.g. on street / at home / workplace / forecourt) and regularly monitor both emerging technology and trends
- Facilitate pilot projects to encourage transition to alternative fuels for all modes
- Support alternative fuels for modes such as commercial vehicles and buses by actively engaging in and funding pilot projects across the region



Facilitating Efficient Freight Movement and Passenger Travel

SEStran 2035 Regional Transport Strategy

14.0 FACILITATING EFFICIENT FREIGHT MOVEMENT AND PASSENGER TRAVEL

14.1 OVERVIEW

The efficient movement of people and freight around the region requires high quality transport networks which are fit for purpose and that minimise the impacts of congestion and delays on journey times. To achieve this in some instances there is likely to be a requirement for **targeted infrastructure investment** particularly aimed at tackling congestion hotspots. On the strategic road network whilst traffic management will be key these should also incorporate bus priority and active travel measures where relevant and practical.

There will also be a need to adapt our transport networks to be **resilient** in the face of the impacts of climate change by ensuring they are more able to accommodate extreme weather events and by providing appropriate diversionary routes in the event that incidents require primary routes to close temporarily.

Enhanced **external connections** may also be required in some instances to ensure the region remains competitive and linked to key external markets. The loss of the ferry link to Europe from Rosyth in 2018 reduced trade links with Europe, and opportunities should be sought to reestablish direct passenger and freight links with the continent where appropriate and viable. Alongside this there is need to support international air connections through Edinburgh Airport and to seek to ensure that the number of direct linkages is maximised in the wake of the reduced demand created by the COVID-19 pandemic particularly as aviation becomes more sustainable. Furthermore, there may also be a need to upgrade the strategic road network that links the region to surrounding areas where it has been identified as a potential impediment to the efficient intra-regional movement of people and freight due to a lack of capacity, long or unreliable journey times within the context of NTS 2's Sustainable Investment Hierarchy.

For freight the provision of new secure **rest facilities** for commercial vehicle drivers on the strategic road network should be explored. There are currently eight driver rest areas in the region. These help to reduce tiredness amongst drivers which has safety implications for all road users. The provision of additional rest areas would provide additional opportunities for drivers to take breaks and reduce the likelihood of incidents occurring on the region's strategic road network due to tiredness.

The region could also benefit from the introduction of **Freight Consolidation Centres** in key locations. The majority of goods travelling between south-east Scotland and other regions arrive from either north-west England or west central Scotland. For those goods destined for Edinburgh city centre, that means that they will likely travel via the M8 or A702 from north-west England. A consolidation centre located close to the A720 City of Edinburgh Bypass between its junctions with the M8 and A720 could serve freight vehicles from both regions. From there, a dedicated

consolidation centre vehicle(s) could serve Edinburgh ideally powered using alternative fuels. Further support could be provided for the consolidation centre vehicle(s) through the permitted use of bus lanes as discussed in Chapter 11.

For goods from the south and north east England, Leith Port could act as an eastern consolidation centre, potentially rail connected where goods could be brought in by road or rail. Given the port's proximity to Edinburgh city centre, the 'last mile' could be undertaken by cycle logistics or electric temperature-controlled vans. Opportunities should also be explored to implement micro-consolidation centres which are smaller facilities that can be placed close to the areas that they serve. Often no bigger than a shipping container, they are particularly suited to high density urban areas where space is at a premium. Usually served by cycle logistics and smaller electric vans, these can be sited in locations such as squares or car parks. Where possible these should be linked to multi-modal mobility hubs discussed in Chapter 12 which offer the possibility of integrating (semi) urban deliveries with pick-up points (click & collect) at key interchanges.

Case Study: SEStran, SURFLOGH & ZEDIFY E-Cargo Bike Pilot

Through the SURFLOGH project SEStran is working with ZEDIFY Scotland to design an e-cargo bike last mile delivery pilot in the City of Edinburgh. ZEDIFY have received £50,000 funding to boost e-cargo bike deliveries within Edinburgh launching with a new delivery hub in Spring 2021. As an international collaboration, SURFLOGH aims to green 'last mile/first mile' delivery, developing cargo hubs that are really 'smart', efficient and sustainable. The project is a collaborative transnational partnership focused on shared and exchanged information from different perspectives, backgrounds and nationalities.

It will also be important to seek to facilitate modal shift from road to **rail freight**. Rail freight is typically well suited to regular journeys of bulk commodities over longer distances where the paths can be scheduled on the rail network. However, there are a number of constraints on the rail network that can inhibit the ability to increase the amount of rail freight carried. **Gauge clearance** is highest on the East Coast Main Line but there are parts of the region's rail network where lower gauge clearances restrict the type of freight containers that can be carried. This particularly affects rail movements to the north and east, as much of the network north of the Forth is W8 or below. Enhancements to gauge clearances therefore present an opportunity to broaden the range of rail freight services operating in the region. In some instances, the gauge clearance on the route may be sufficient but there may be insufficient **train paths** to allow more freight services to operate. This has been established as one of the key barriers to increasing rail freight with particular constraints identified on the East Coast Main Line and at Edinburgh Waverley. The introduction of loops can alleviate some of these constraints by enabling trains to wait off the main line before rejoining it once it is clear. If one or more of these loops were introduced, then the case for further services to existing terminals or new facilities could be strengthened and suitable opportunities for their implementation should be explored.

Switching from road to rail freight may not always be commercially viable for logistics providers and the companies they serve. On this basis there may be a requirement to provide more **funding support** to facilitate modal shift for these journeys. This could help to stimulate new rail

freight services between locations where services currently do not exist, or to increase volumes on some existing services. One opportunity is for a multi-user freight train running a regular circuit serving locations such as Grangemouth, Inverness and Aberdeen moving goods arriving at port around the region and to / from North East Scotland. However, funding would be required to procure wagons and support an initial trial.

The use of mainline railway stations as hubs for freight, utilising carriages to deliver parcels into the city and town centres, and therefore **integrating freight and passenger services** has a long history in the UK. Changes in carriage and locomotive design as well as increased focus on security and higher passenger numbers meant that this service ceased. However reduced passenger demand through changes to working patterns as a result of the COVID-19 pandemic could allow spare capacity to be utilised off-peak for parcels or other types of freight. This could then be collected by vehicles or cycle logistics from platforms to be taken to their destination. As such, opportunities for innovative passenger train forming which incorporates the ability to carry freight should be explored.

In the future **automation and innovation** is likely to play an increasingly prominent role in freight and logistics. There has been some development of drone technology to aid delivery services with last-mile freight for parcels which are under a certain weight with both airborne and land-based robots being developed.

Case Study: Amazon Scout

These robots autonomously navigate residential neighbourhood routes for last mile parcel delivery services. They operate at a walking speed and can navigate around pedestrians, pets and other things that cross their paths. Amazon Scout robots are currently undergoing a pilot within Washington in the USA and the company has subsequently announced plans to bring the autonomous delivery robots to the UK after establishing an Amazon Scout team at their Cambridge Development Centre.



On the road network vehicle platooning could help to increase freight capacity and reduce costs. This involves a lead vehicle, which is generally manually driven to navigate the road traffic and route, followed by other vehicles which are driverless. This technology has not been implemented as a viable commercial product but there are active pilots which show potential. In 2016, the first cross-border truck platooning trial was successful in reaching its destination in the Port of Rotterdam. This form of automation could also therefore begin to emerge as a viable means of transportation during the lifetime of the new RTS.

Furthermore, there is scope for sea vessels to operate without the need to have a large crew as they could be automated or piloted via remote control. This has many safety benefits as workers would not be exposed to harsh sea conditions making the movement of freight less hazardous. Whilst this is unlikely to be adopted immediately, there may be a phasing of implementation resulting in a mix of traditionally crewed vessels and autonomous vessels sailing at the same time.

14.2 PASSENGER AND FREIGHT POLICIES

- a) The RTS supports targeted infrastructure investment, including new road links or increased road and junction capacity:
 - only in line with the Transport Scotland sustainable travel and investment hierarchies and when all other avenues are exhausted
 - where significant economic opportunities would otherwise not be realised or are being severely impacted under the status quo
 - where bus priority and / or active travel is integral where appropriate
- b) The transport network should be robust and resilient to adapt to the impacts of climate change with suitable diversionary routes in place for instances when key primary routes are required to close temporarily
- c) Opportunities should be sought to reestablish direct passenger and freight ferry links with Europe
- d) The RTS supports maximising international air linkages through Edinburgh Airport

14.3 FREIGHT POLICIES

- a) Additional locations for secure commercial vehicle driver rest areas on the strategic road network should be investigated
- b) Freight Consolidation Centres should be implemented at key locations on the strategic network including potentially on the A720 Edinburgh City Bypass and Leith Port
- c) Micro-consolidation centres should be implemented in conjunction with multi-modal mobility hubs and supported by sustainable last mile logistics including cycle logistics and electric vans
- d) Opportunities should be sought to enhance gauge clearances on the rail network to enable a wider range of freight wagons and containers to operate on the region's network and for the number of rail freight services to be increased accordingly
- e) The RTS seeks the implementation of loops and other appropriate infrastructure that will enable additional train paths for freight services to be provided in the region
- f) Where appropriate funding support should be used to implement new or enhanced rail freight services in the region
- g) Opportunities for innovative passenger train forming which incorporates the ability to carry freight should be explored
- h) Beneficial innovation and automation should be used to increase the efficiency of freight and logistics networks across the region

14.4 PASSENGER AND FREIGHT ACTIONS

- Work with partners to identify locations where targeted infrastructure investment may be required and work to deliver it where appropriate
- Work with partners to undertake analysis to identify locations most vulnerable to the impacts of climate change and where diversionary routes are least adequate and develop a set of interventions to improve the resiliency of the strategic transport network
- Engage with partners to explore opportunities to reintroduce ferry links to Europe
- Engage with Edinburgh Airport to support the development of international air linkages

14.5 FREIGHT ACTIONS

- Undertake analysis to identify locations where additional secure commercial vehicle driver rest areas may be required on the strategic road network
- Work with partners to identify, through the further development of the SEStran Freight Strategy, locations where Freight Consolidation Centres could be located
- Implement micro-consolidation centres alongside the delivery of multi-modal mobility hubs with supporting cycle logistics and electric vans last mile logistics
- Work with partners to identify, through the further development of the SEStran Freight Strategy, locations where gauge clearances should be increased to enable new and enhanced rail freight services to operate in the region
- Work with partners to identify, through the further development of the SEStran Freight Strategy, locations where passing loops or other capacity improvements may be required to provide additional train paths for rail freight services
- Further develop proposals for new rail freight services including a potential multi-user freight train running a regular circuit between Grangemouth, Inverness and Aberdeen as part of the development of the SEStran Freight Strategy
- Engage with the rail industry to undertake a pilot of freight carriage on passenger trains
- Identify opportunities to implement innovation and automation in the freight and logistics industry in the region including the delivery of relevant pilot projects



Working Towards Zero Road Deaths and Serious Injuries

SEStran 2035 Regional Transport Strategy

15.0 WORKING TOWARDS ZERO ROAD DEATHS AND SERIOUS INJURIES

15.1 OVERVIEW



The number of reported road collisions to Police Scotland in the region has decreased by 43% between 2010 and 2019. This demonstrates a general trend towards improving road safety. It is important to build upon this success by implementing further **road safety measures** across the region. These should be targeted at locations with collision clusters on both the strategic and local road network. Whilst it is important to minimise the number of incidents that occur on our road network, the priority is to reduce the number of casualties and interventions should focus on delivering this. In some instances, there will be merit in implementing higher value road safety improvements to engineer out risks at locations where collision clusters continue to occur. This could include more significant infrastructure measures such as roundabouts, junction amendments and carriageway widening.

On some roads there may be a need for a comprehensive approach to safety along the entire route rather than treatment of isolated collision clusters. Typically, the risk of injury is greater in the rural environment where speeds are higher and there is scope for conflicts between high speed through traffic and low speed vehicles entering and exiting junctions and accesses. Furthermore, many of these older road layouts have more restricted geometry and visibility as well. On these corridors there may be a need for **Route Action Plans** that consider both the current and future needs of the network to determine whether changes to the existing carriageway, junction types or road layout may be necessary. Improving junction safety in rural areas by considering aspects like protected right turns and improved sightlines as well as reviewing the junction provision can help to reduce the number of people killed or seriously injured on the road network.

Frustration can also be a cause of collisions which can often occur on single carriageway rural routes when slow moving vehicles such as tractors and HGVs can create long delays and convoys of traffic. Usually, this results from a lack of **safe overtaking opportunities**. On some routes there may consequently be a requirement to provide climbing lanes and, where appropriate, sections of dual carriageway to address the

safety issues this creates. In particular, this needs to be considered in the case of regionally strategic freight corridors where there is likely to be a higher proportion of HGVs and other large vehicles.

In some locations it may also be appropriate to review and amend **speed limits** to reflect the characteristics of the road network and the nature of the environment. SEStran supports a national review of speed limits whilst also seeking local amendments to speed limits to improve safety where appropriate. In some instances, this may need to be accompanied by physical or geometric changes to the road network or active monitoring of speeds to enforce reduced speed limits as without these measures there is unlikely to be a significant change in drivers' mean speed. In our urban environments this could include implementation of 20 mph zones with associated traffic calming and other road safety measures to provide a safe environment for all users of the road network, particularly vulnerable groups like people walking, wheeling and cycling.

Automation and innovation will also have a role to play in making our roads safer. It ultimately aims to complement the existing network by applying technological advancements to enhance the efficiency and safety for network users. Automation can generally be split up into automated features and automated capabilities. Automated features are already present in cars available on the market today, such as automatically regulating a safe distance to the vehicle ahead, lane assist technologies, blind spot detection or cameras and sensors when cars are reversing. The capability of an automated vehicle refers to several systems or automated features which collectively work together to conduct an overall task with little or no human intervention creating a connected autonomous vehicle. This is an attractive concept as it has the potential to revolutionise the way people can be transported, i.e., driving time could be spent productively engaging in other activities.



These vehicle automation advancements can be complemented by **Intelligent Transport Systems (ITS)** that manage the transport network via the utilisation of 'big data' and artificial intelligence to implement the most effective solutions to improve network efficiency and safety. ITS

integrates technologies including sensors, computers, electronics, communication devices and other automated technologies within transport infrastructure and individual vehicles with the aim being to improve efficiency, safety, sustainability, travel time reliability and to reduce the cost of travel.

Together these measures will help the region to deliver its contribution to achieving the target of **zero fatalities and serious injuries** in road transport by 2050 as defined in Scotland's Road Safety Framework.

15.2 POLICIES

- a) The RTS supports the implementation of road safety schemes on the regional network targeted at locations of collision clusters and corridors where a consistent and comprehensive approach is required to safety along the entire route
- b) SEStran supports a national review of speed limits whilst also seeking local amendments to speed limits to improve safety where appropriate
- c) In urban and rural environments 20 mph zones, traffic calming and other road safety measures should be used to provide a safe environment for all users of the road network
- d) Automation and innovation should be used to make our roads safer and more efficient by combining the benefits of automated features and capabilities with Intelligent Transport Systems
- e) Target zero fatalities and serious injuries on the region's roads by 2050

15.3 ACTIONS

- Identify collision cluster locations for the implementation of road safety schemes
- Develop Route Action Plans for key rural corridors which require a coordinated approach to road safety along their route where there is greater scope for conflict between high speed through traffic and slow turning traffic
- Undertake analysis to identify single carriageway routes with high proportions of HGVs and other large vehicles where the implementation of safe overtaking opportunities may be required to prevent frustration which can lead to unsafe overtaking manoeuvres
- Pursue a national review of speed limits
- Identify locations where local speed limit amendments may be required to improve safety
- Provide supporting infrastructure, including the implementation of Intelligent Transport Systems at appropriate locations across the road network in the region, to enable the safe operation of connected autonomous vehicles



Reducing Car Kilometres

SEStran 2035 Regional Transport Strategy

16.0 REDUCING CAR KILOMETRES

16.1 OVERVIEW

In some instances, the use of a car will be essentially unavoidable. This is likely to be particularly the case in the more rural and isolated parts of the region although some journeys within urban parts of the region are also currently heavily car dependent as well – where no practical alternative currently exists e.g., at certain times of that day. The Scottish Government has set out a target to reduce car kilometres in Scotland by 20% by 2030. To achieve this in south-east Scotland the focus will be upon reducing the more ‘avoidable’ car kilometres in the first instance with a particular emphasis on single occupancy car journeys. These are journeys that could be more readily undertaken by alternative modes of transport but that are currently undertaken by car. For example, in Figure 16.1 it can be seen that 80% of the commuting journeys into Edinburgh to locations outside the city centre are made by car. This equates to ~49,000 car trips and presents a much greater opportunity to reduce car kilometres than journeys into the city centre where public transport usage is already much higher. In rural areas there may be much less scope to reduce car kilometres but there may be more opportunities to reduce single occupancy car journeys in the first instance. This can be achieved through the improved provision of public transport services or alternative provisions to encourage shared car use / multi-modal journeys. Digital connectivity is one means of potentially reducing car use that could be

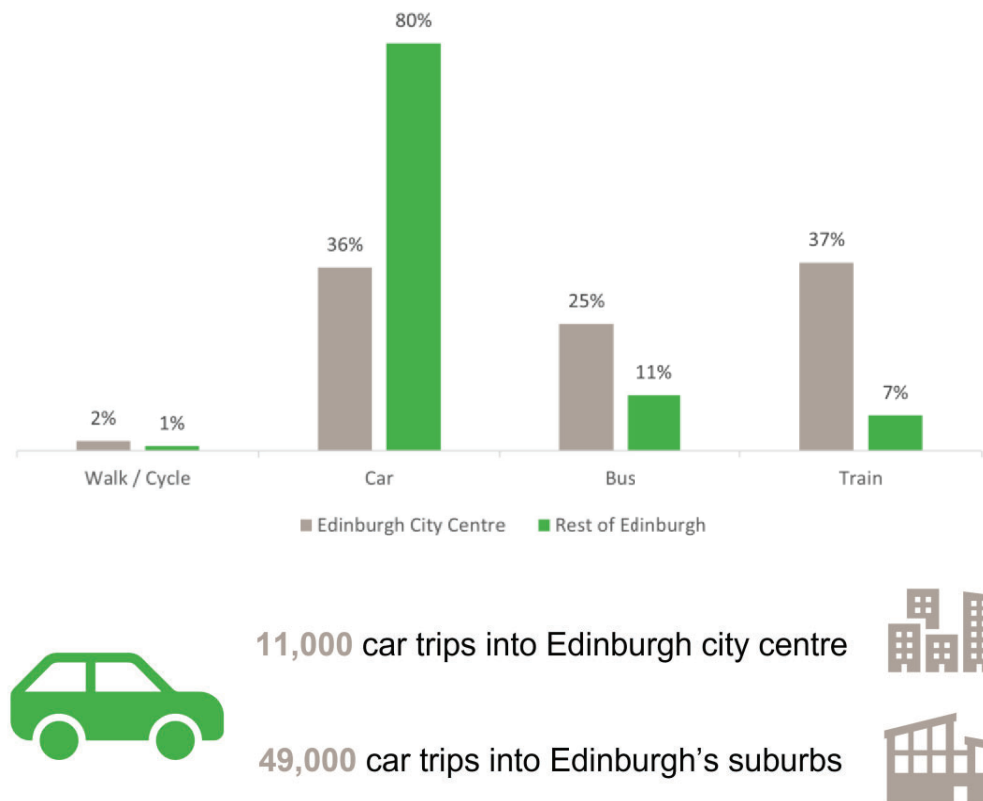


Figure 16.1 Cross Boundary Commuting into Edinburgh 2011

particularly effective in rural areas although this depends upon suitable infrastructure being in place to facilitate it. Overall though it is likely that different parts of the region will make differing contributions to achieving the overall 20% reduction in car kilometres. Edinburgh has set a target to achieve a 30% reduction in car kilometres by 2030 which, if achieved, would mean other parts of the region, like the mainly rural areas, would not need to achieve such large reductions. This highlights how denser urban areas have a greater potential to deliver a higher proportion of the overall target reduction.

The first step to achieving a reduction in 'avoidable' car kilometres is to ensure that suitable **alternative modes** are in place where feasible. This is discussed in detail in relation to the other Regional Mobility Themes which set out our approach to enhancing the region's active travel, public transport and shared mobility provision including:

- 1. Shaping development and place
- 2. Delivering safe active travel
- 3. Enhancing accessibility of public transport
- 4. Transforming and extending the bus service
- 5. Enhancing and extending the rail services
- 6. Reallocating road-space on the regional and local network
- 7. Delivering seamless multi-modal journeys

Alongside these there will also be a requirement for **measures to reduce car use**, particularly where a reasonable alternative exists. SEStran supports the implementation of Edinburgh's Low Emission Zone (LEZ) as a means of improving air quality and, to a lesser extent, potentially reducing traffic in the city. Further implementation of LEZs should be considered where National Low Emission Framework (NLEF) appraisals show this is the correct mitigation for areas suffering from poor air quality. Furthermore, additional demand management measures may be required in urban areas across the region to discourage short car trips which could include parking management and charges, reduced parking provision, roadspace reallocation, improved enforcement of parking regulations, and Workplace Parking Levies. It is also likely that road user charging will become more pressing as the shift to EVs impacts upon fuel-related taxation, and this could also have a role to play in helping to reduce more avoidable car use.

Whilst the RTS does not seek to put measures in place that would reduce the mobility of those living in areas with limited public transport provision, it does seek to provide alternatives which make car ownership less necessary, in particular, to reduce the need for multi-car households. The provision of **trip sharing and car sharing** services are means by which the need to own a car, or an additional car, can be reduced. Trip sharing or carpooling is one of the most well-known forms of shared mobility where people with similar travel requirements share one vehicle rather than make separate trips. SEStran support trip sharing in the region and is looking to develop a more sustainable and financially viable delivery model. Furthermore, there needs to be further development to make this a sustainable way to travel in the region. The

COVID-19 pandemic is likely to reduce the willingness for people to trip share with strangers in the short-medium term. On this basis there is a need to examine best practice for a sustainable delivery model for the future.

Car sharing differs from trip sharing in that people share access to a vehicle, like bike sharing, rather than sharing a journey with someone. This means people can enjoy the freedom and benefits of the car without the responsibilities and costs of owning one. Customers typically access vehicles by joining a car sharing organisation that provides a fleet of vehicles in the local area and wider rollout of car sharing vehicles across the region could help to reduce the need to own a car by allowing people to hire one as and when required.

Case Study: Co-wheels, Midlothian and East Lothian

Co-wheels are the UK's biggest car sharing company providing car sharing facilities in East Lothian at Musselburgh and Dunbar and Midlothian at Dalkeith. Cars are available 24 hours a day, seven days a week and can be booked by the hour, day or as long as you want.

Vehicles were also previously available in Haddington and North Berwick but were removed in June 2019 due to low usage.

Increasing usage of car sharing will be dependent upon provision of a comprehensive network of vehicles across the SEStran region.



Other factors can also influence the extent to which people need to travel by car including **land-use planning policy**, which is discussed in Chapter 6, and levels of **digital connectivity**, which is enabling more flexible and agile working practices whilst reducing the need for people to travel. In more peripheral parts of the region there may also be a need to expand **Park and Ride** provision to enable people to switch from car to public transport for at least part of their journey which is discussed further in Chapter 12.

Transport Scotland's draft Reducing Car Use for a Healthier, Fairer and Greener Scotland Route Map encompasses all of the above by identifying behaviour change actions and associated interventions to achieve the 20% car kilometres reduction target. It centres around four behaviours including:

- **Reducing the need to travel:** such as by using online options to access goods, services, amenities and social connections
- **Living well locally:** by choosing local destinations which can make it easier to use sustainable modes and will reduce distances driven if a car is still used
- **Switching modes:** to walk, wheel, cycle or use public transport where feasible

- **Combining or sharing car trips:** with another person (in line with prevailing public health guidance) if car use remains the only feasible option

The aim of the framework is to empower people to choose an option that fits their circumstances and travel needs, acknowledging that what may work in one area, may not be successful in another. Behavioural change in society is the key to unlock a modal shift to active travel alternatives. Programmes of engagement with schools, communities and businesses, to educate and upskill travellers in the alternative modes will be required across the region to support the ambition to be net-zero by 2045 and the reduction in vehicle kilometres by 20% by 2030. SEStran Partners will work with regional partners, Transport Scotland and the Scottish Government to identify solutions that can be coordinated and delivered regionally. For example, providing support to educational facilities and local authorities for U22 National Entitlement Card applications is essential to improving the mindset of future generations in order that they continue to use public transport long into their adult lives. This approach relies on substantive behaviour changes which have not been seen before, highlighting the need for the RTS to lead the way in both the educational and behaviour change agenda for public transport and active travel within the region.

The Route Map also contains a range of demand management interventions to accompany the wider positive 'carrot' behaviour change initiatives, which on their own may not be enough to achieve the required traffic reductions. In particular, it is highlighted that a review of vehicle taxation, which is reserved to Westminster, is likely to be necessary to provide the level of disincentive necessary to facilitate modal shift away from car on the scale required to achieve the target.

A combination of all these factors will be required to enable the region to make an active contribution to delivering the Scottish Government's target. It will consequently require both improvements to active travel and public transport along with measures to discourage car use to be effective.

16.2 POLICIES

- a) The RTS seeks the implementation of low and zero emission zones where appropriate alternatives are provided and supports the delivery of the Edinburgh Low Emission Zone
- b) The RTS is supportive of appropriate demand management measures where suitable active travel and public transport alternatives are in place
- c) Further expansion of trip sharing and car sharing services should be undertaken across the region to reduce the need for car ownership
- d) Ongoing expansion and upgrading of digital connectivity is supported to reduce the need to travel and enable the adoption of flexible and agile working patterns
- e) Park and Ride provision should be enhanced where required to enable car journeys to transfer to public transport for at least part of the trip

- f) Support behaviour change and the use of more sustainable modes of transport by a combination of enhanced infrastructure, information provision, innovation and measures to discourage car use.
- g) The RTS will support the national, regional, and local behaviour change and demand management Route Map interventions to encourage a long-term sustainable change to daily public transport / active travel habits

16.3 ACTIONS

- Undertake further analysis to identify the scope and scale of 'avoidable' car kilometres across the region, particularly on corridors where the volume of car travel is high, which can then be targeted through improved information, improvements to public transport and appropriate demand management measures
- Research demand management measures which may be appropriate for the region including parking management and charges, reduced parking provision, improved enforcement of parking regulations, Workplace Parking Levies as well as congestion and / or road user charging
- Drawing upon the analysis undertaken, develop and implement an action plan to deliver measures in the SEStran region to support the delivery of the Scottish Government's car traffic reduction target across the region taking into account the interventions outlined in the Transport Scotland Route Map
- Explore the most effective model for regional delivery of trip sharing and car sharing services across the region



Responding to the Post COVID-19 World

SEStran 2035 Regional Transport Strategy

17.0 RESPONDING TO THE POST COVID-19 WORLD

17.1 OVERVIEW

The COVID-19 pandemic and its potential aftermath has introduced a high degree of uncertainty into all aspects of transport planning. The short-term picture (during the pandemic and the various levels of restriction) is well understood with the impacts on transport demand in Scotland illustrated in Figure 17.1

During the pandemic there has been a decline in public transport usage whilst cycling and car use has increased. Walking is down overall but has fluctuated and at times has been above pre-pandemic levels. Demand for all modes has been noticeably impacted by the level of restrictions in place at a given time whilst active travel can also be seen to be seasonal and weather dependent as well.

Latest data from the Department for Transport suggests that, as of February 2022, all traffic is around 97% of pre-pandemic levels but both HGVs and LGVs are above their March 2020 levels. Bus is only around 74% of pre-pandemic demand whilst rail is only at 58%.

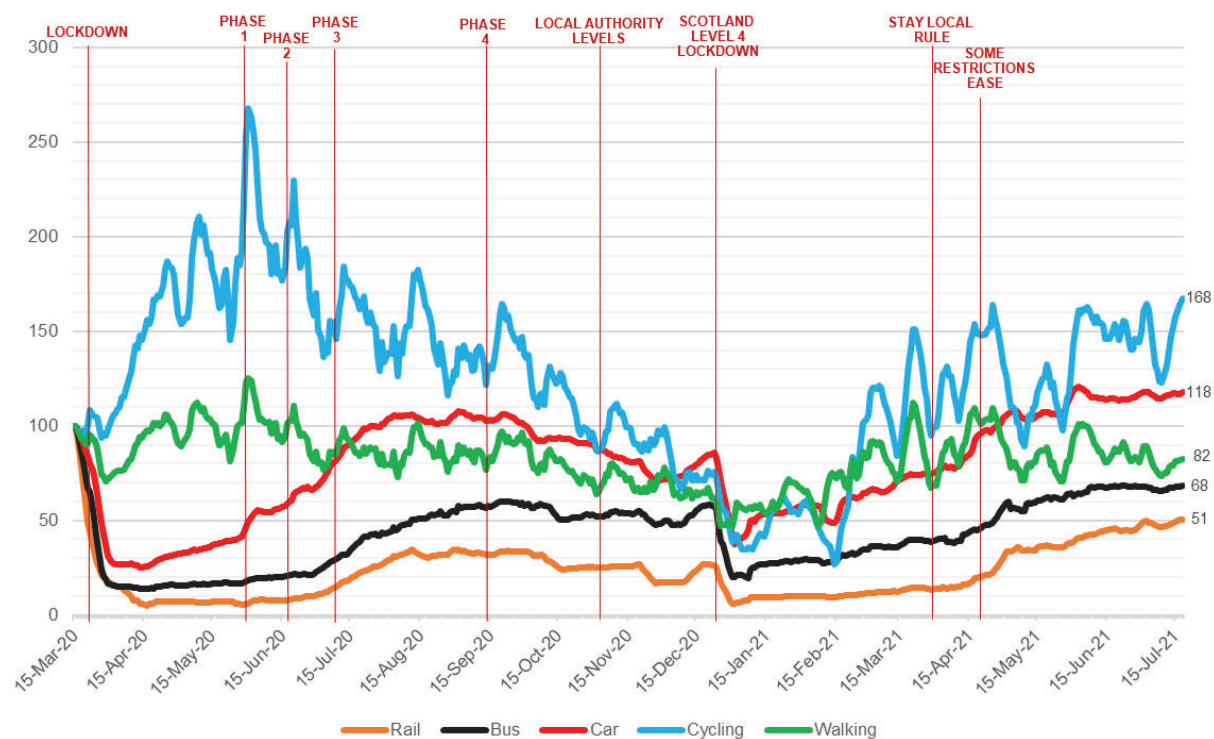


Figure 17.1 Indexed Travel Demand by Mode in Scotland 15th March 2020 to 18th July 2021

However, there is significant uncertainty regarding the structural changes in peoples' behaviour once the pandemic is behind us and the extent to which some of the travel behaviour changes witnessed during the pandemic will become embedded long-term. There are a wide range of surveys (with businesses and the public) and other data which provide an indication of what the post-pandemic world might look like. SEStran has undertaken a Travel Attitudes Survey throughout the pandemic with Wave 2 being reported in March 2021, and this provides a useful summary of what is now something of an emerging consensus. The key findings are shown in Figure 17.2

Looking to the future

Challenges..



Expectations for the future

(% of eligible population who agree):

I'd prefer my children to avoid public transport for the foreseeable future	67%
I'd prefer to avoid public transport for the foreseeable future	63%

Opportunities...



Expectations for the future

(% of eligible population who agree):

I would like to use local shops and businesses more often	62%
Longer term I would like to make fewer non-essential journeys	54%
Longer term I would like to work from home more often	49%

Activities would like to do MORE often than before Covid-19



Activities would like to do LESS often than before Covid-19



Figure 17.2 Anticipated Travel Behaviour Changes Post COVID-19 Pandemic

before a new equilibrium is reached. The level of behavioural change that this new equilibrium represents relative to 2019 is however impossible to estimate at this stage.

In general terms, these stated intentions represent an acceleration of many of the trends which were already underway and outlined in Section 2.3. The unknown here is the extent to which these stated intentions become reality as and when the pandemic is fully behind us, and all restrictions are lifted. It is likely that there will be a degree of oscillation in peoples' behaviour

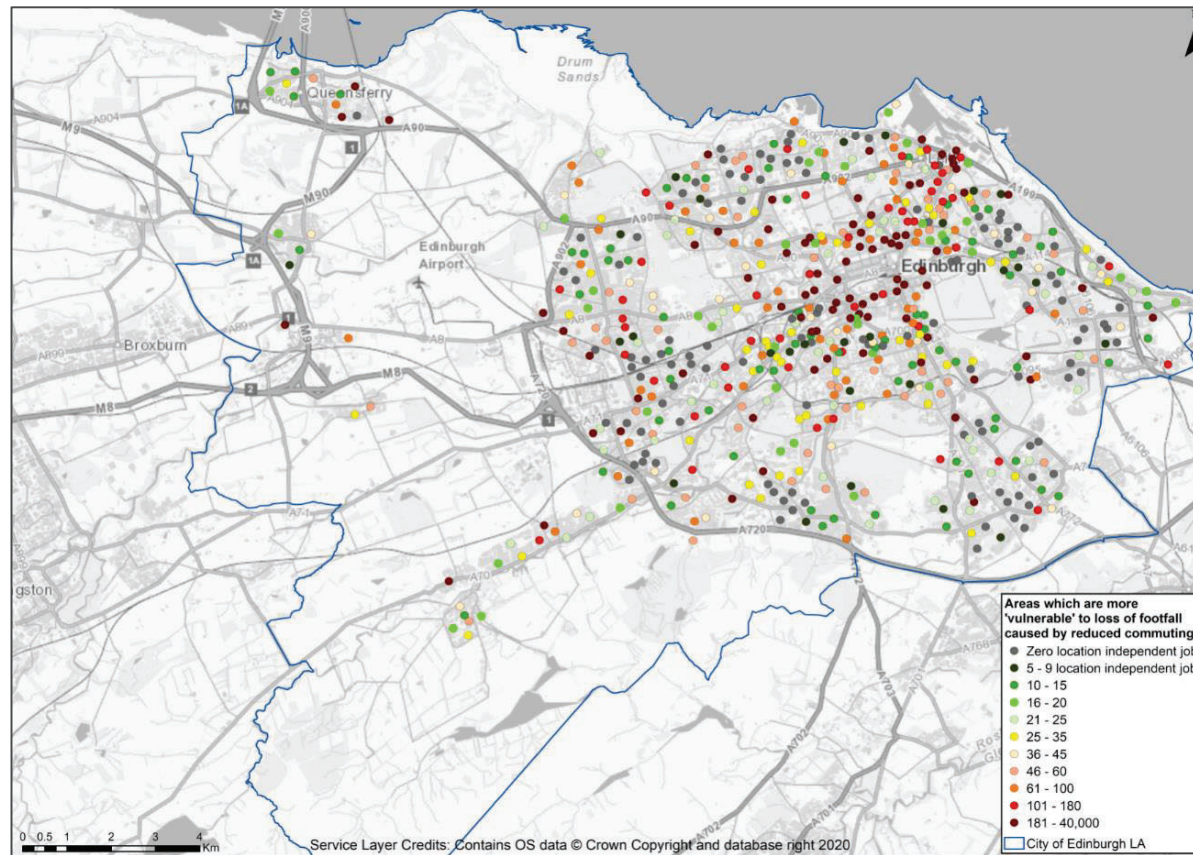


Figure 17.3 Location Independent Jobs in Edinburgh

the conventional working day means that peak hour demand for public transport could be significantly reduced. This could have implications for high-capacity public transport provision both now and with respect to future investments.

The main components which will determine this change will be:

First and foremost is **reduced commuting** as people adopt more flexible working arrangements. This will be focussed on 'location independent' jobs, i.e., the jobs which can most easily be done without being at the workplace. As an example, the analysis presented in Figure 17.3 shows the number of jobs in the 'Information & Communication', 'Professional, Scientific & Technical' and 'Financial and Insurance Services' industries in the City of Edinburgh, by datazone.⁸

It can be seen that the darkest dots are concentrated in the city centre and along public transport corridors. Fewer people travelling to these jobs would therefore disproportionately affect the demand for public transport and the fact that many of these jobs will be based on

⁸ <https://www.transport.gov.scot/publication/home-working-socio-economic-analysis-research-findings/>

These areas with high numbers of location independent jobs are therefore at risk of much **reduced footfall** with all the implications for businesses which rely on this footfall for their trade. If this happens at scale, there may be a need to re-purpose office buildings and more generally the areas affected by a loss of their main purpose for being. A substantial policy response may be required to revitalise these areas. Furthermore, there may be increased demand for housing in rural areas as people move to take advantage of larger properties and access to greenspace.

The impact of reduced commuter footfall would be amplified by the more general shift away from high-street shopping to **online shopping**. Town and city centres may have to innovate and develop a new style of retail, hospitality, cultural and leisure offer if they are to retain their role as focal points.

Allied to this, there will be a redistribution of footfall to neighbourhoods where people are now **working from home** more often. Assuming people do leave their homes, there will be opportunities in retail and hospitality in these areas, as well as providers of other services. This would of course be beneficial in terms of aspirations for more 'local' living, working and shopping as represented by the 20-minute neighbourhood concept discussed in Chapter 6.

Case Study: Workforce Mobility Project

This project aims to work across sectors to improve communication and the effectiveness of local transport to support the ambitions of the Integrated Regional Employability and Skills (IRES) programme. Several barriers to transport were outlined which include affordability, accessibility complexity, integration and declining service provisions.



The first phase, covering Scottish Borders, is due to be completed by March 2024 and is focused on improving bus services using demand data from the existing community workforce. This will be analysed to optimise the public transport network and identify opportunities with participating employers to provide incentives to employees to use the new transport options.

As noted in Section 2.3, **business travel** has been declining for some time. With the widespread adoption of platforms such as Zoom and MS Teams, the move to remote meetings has been rapidly accelerated by the pandemic. Whilst there will undoubtedly be some return of business travel, all the evidence suggests it will be at a lower level than before.

The SEStran survey has indicated however that **leisure travel** will increase, again reflecting medium term trends. In part this may reflect less time spent commuting and shopping freeing up time for more leisure-based activities.

The surveys also suggest a residual **reluctance to use public transport** due to lasting concerns about the virus and perhaps a greater awareness of the risk of infectious diseases more generally. This allied to reduced commuting trips could have major implications for the finances of public transport delivery. What are currently commercial services may now require subsidy and subsidised services may now require more subsidy. In response to reduced fares revenue, frequencies may be reduced and / or services may be withdrawn, diminishing public transport connectivity and potentially adding to car use. There is potentially a higher risk of this in remote and rural areas where public transport demand was already lower. Public transport operators may therefore have to review the nature of the services they provide (or are specified to provide) in response to a new, more leisure-focussed and cautious public. Current models of season tickets may also need to be revised to account for the more flexible travel patterns likely to be adopted by many who previously commuted five days per week.

In the longer term, as the **link between the workplace and the home** is reduced or broken completely for some types of jobs, some may reconsider where they wish to live. This is likely to lead to a more dispersed population which may bring pressures to the communities affected by in-migration and a mix of environmental and travel impacts.

More generally, structural changes resulting from the pandemic may bring significant **changes to the economy** and the types of activity undertaken at different locations, with retail perhaps being the sector most 'at risk' from permanent changes in behaviour.

Overall, this highlights some of the uncertainties surrounding the post-pandemic world. It has accelerated a number of long-term travel behaviour change trends including increased working from home, more online shopping, reduced trip making, decline in bus use and increased car use. In addition, it has also stimulated new travel behaviours including a decline in the previously growing train patronage and increases in walking and cycling as illustrated in Figure 17.4.

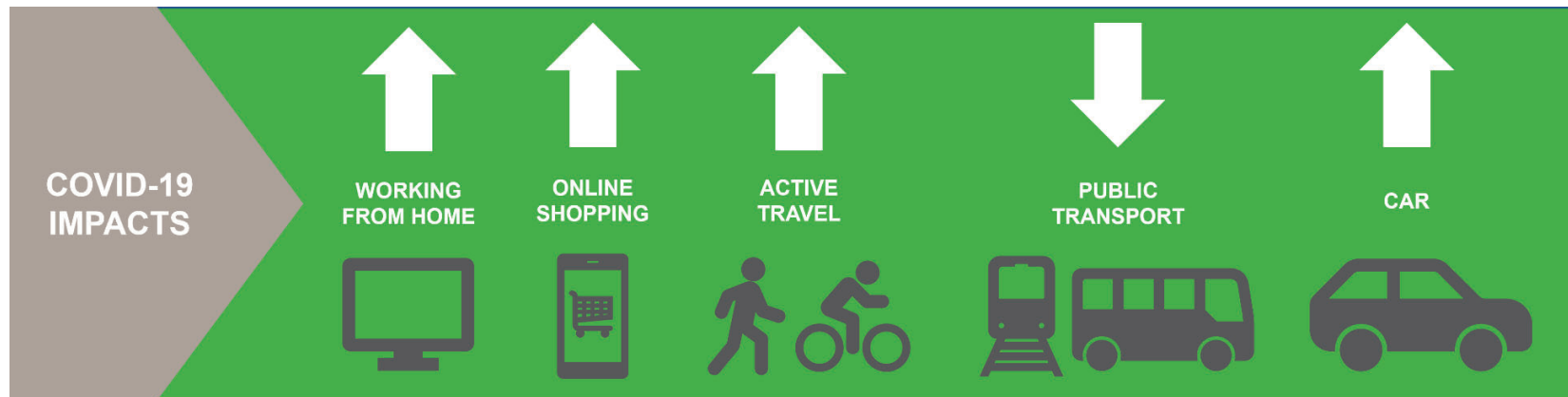


Figure 17.4 Overview of COVID-19 Impacts

As noted above, the key issue here is the scale of these impacts and the implications could range from transformative to marginal. It is unknown the extent to which these changes will become embedded long-term but, at the very least, it is likely to take time for travel patterns to stabilise and return to close to pre-pandemic levels. Peak period commuting could be particularly affected if there is a permanent shift to increased home and flexible working, potentially leading to less strain on public transport services and less congestion on the road network at these times. It is also unclear how public transport patronage will recover in the wake of the pandemic. If this displaced demand shifts to private car, then achieving the 20% car kilometre reduction targets referenced in Chapter 16 may become a more difficult endeavour. Still, the 'return to normality' presents a unique opportunity to re-build confidence in public transport and create long term changes to people's travel behaviours. Consequently, the RTS sets out a foundation during this time of transition to 'build back' better and induce long term changes to people's everyday travel habits to help achieve wider policy goals referenced in NTS 2 and NPF 4.

Overall, the RTS covers a period of ongoing uncertainty, meaning that it will be crucial to keep its policies under review to adapt to the future uncertainties and changes.

17.2 POLICIES

- a) The RTS recognises that the COVID-19 pandemic is anticipated to have a wide range of permanent impacts on transport and society and will monitor and respond to these
- b) The RTS will be flexible in responding to these changing travel behaviour trends and adapt accordingly as it becomes clearer what the 'new normal' will entail

- c) Measures to mitigate the impacts of the COVID-19 pandemic and the resulting implications for towns and cities will be supported providing they maintain consistency with the wider policy set out in the RTS
- d) Measures to rebuild public confidence in public transport to increase the level of use / vitality of services will be supported providing they maintain consistency with the wider policy set out in the RTS

17.3 ACTIONS

- Produce a two-yearly monitoring report setting out key regional transport and behavioural trends, set against the trend over the decade pre COVID-19 (2010-19) including both the bus and rail supply side and road network congestion
- Drawing on the findings of the monitoring reports, revisit the RTS when the post-pandemic picture has stabilised to determine any policy adjustments required to reflect the 'new normal' circumstances
- SEStran will engage with relevant bodies and stakeholders to develop and implement interventions which reassert public confidence in public transport services



Delivery

SEStran 2035 Regional Transport Strategy

18.0 DELIVERY

18.1 OVERVIEW

The RTS is a long-term strategy intended to provide the policy context for the south east of Scotland over a 10 to 15 year horizon. However, the successful delivery of the strategy will require close partnership working between SEStran, its constituent local authorities, Scottish Government / Transport Scotland, and other key industry stakeholders to take forward the actions and implement the policies set out within this document. In addition, an ongoing programme of interventions (both physical and non-physical) will be required to deliver the vision of the RTS. These will be identified throughout the lifetime of the strategy by supporting analysis and appraisal work following the framework set out here.

The interventions identified will be used to populate a Programmed Investment Plan which, as part of the Monitoring of the RTS outlined in the following chapter, will be reviewed and updated regularly to reflect the changing status of interventions. It will contain a range of projects, proposals and initiatives, agreed with partners, along with key project risks, and set out how these contribute to the Strategy Objectives whilst recording their status in terms of the project lifecycle from concept through to implementation and subsequent monitoring and evaluation. The first Programmed Investment Plan will be prepared by SEStran along with its partners following adoption of the RTS.

The implementation of interventions set out within the Programmed Investment Plan may be the responsibility of numerous stakeholders which may or may not include SEStran directly. However, all the interventions identified within it must make a direct contribution towards delivering the Vision, Objectives and wider policy goals of the RTS.

18.2 POLICIES

- a) SEStran along with its partners will maintain, and regularly review, a Programmed Investment Plan which sets out physical and non-physical interventions to implement the RTS

18.3 ACTIONS

- Following adoption of the RTS, SEStran will work with partners to prepare a Programmed Investment Plan
- SEStran will review the RTS Programmed Investment Plan on a regular basis along with key partners



Monitoring

SEStran 2035 Regional Transport Strategy

19.0 MONITORING

19.1 OVERVIEW

It will be crucial to monitor the RTS to understand its success in delivering the Strategy Objectives and Vision. A set of Key Performance Indicators (KPIs) linked to the Strategy Objectives has therefore been defined and set out below. The KPIs closely reflect those developed for the purposes of monitoring the National Transport Strategy 2. These will be used to measure the change in the performance of the transport system of the region against an established baseline initially established through the STAG Case for Change report prior to the implementation of the RTS.

Monitoring reports will be produced on a two-yearly basis setting out the key regional transport and behavioural trends against the KPIs. In addition, these monitoring reports will also contain an overview of progress towards the defined actions outlined in relation to each of the Regional Mobility Themes.

19.2 KEY PERFORMANCE INDICATORS

Strategy Objective 1: Transitioning to a sustainable, post-carbon transport system

KPIs for Monitoring and Evaluation

- Transport emissions in the SEStran region (Department for Business, Energy & Industrial Strategy)
- Car kilometres in the SEStran region (Scottish Transport Statistics)
- Number of Air Quality Management Areas (Scottish Transport Statistics)
- Proportion of road vehicle fleet which is ULEVs (DfT Vehicle Licensing Statistics)

Strategy Objective 2: Facilitating healthier travel options

KPIs for Monitoring and Evaluation

- Number of bikes available for private use by households (Scottish Household Survey Travel Diary)
- Adults (16+) - frequency of walking in previous seven days (Scottish Household Survey Travel Diary)
- Main mode of travel – walking (Scottish Household Survey Travel Diary)
- Main mode of travel – bicycle (Scottish Household Survey Travel Diary)

Strategy Objective 3: Widening public transport connectivity and access across the regionKPIs for Monitoring and Evaluation

- Use of local bus services in previous month (Scottish Household Survey Travel Diary)
- Use of local train services in previous month (Scottish Household Survey Travel Diary)
- Main mode of travel – bus (Scottish Household Survey Travel Diary)
- Main mode of travel – rail (Scottish Household Survey Travel Diary)
- Satisfaction with public transport (Scottish Household Survey Travel Diary / Transport Focus surveys)
- Percentage of average weekly household expenditure on transport (Scottish Transport Statistics)
- Connectivity and deprivation analysis for key healthcare, education and employment destinations (TRACC)
- Public transport labour market catchments of largest employment sites (TRACC)

Strategy Objective 4: Supporting safe, sustainable and efficient movement of people and freight across the regionKPIs for Monitoring and Evaluation

- Reported road collisions (Scottish Transport Statistics)
- Perceptions of safety and security on bus services (Scottish Household Survey Travel Diary)
- Perceptions of safety and security on train services (Scottish Household Survey Travel Diary)
- Road journey times by time period (INRIX)
- Ratio of peak journey time to inter peak journey time (INRIX)
- Typical number of interchanges between major settlements (TRACC)
- Congestion delays experienced by drivers and car occupants (Scottish Household Survey Travel Diary)
- Average freight lifted by UK HGVs in the SEStran region (Scottish Transport Statistics)
- Foreign and domestic freight at Forth Ports (Scottish Transport Statistics)
- Breakdown of Forth Ports freight by commodity (Scottish Transport Statistics)
- Tonnes of air freight lifted at Edinburgh Airport (Scottish Transport Statistics)



Glossary

SEStran 2035 Regional Transport Strategy

20.0 GLOSSARY

Term	Description
20 Minute Neighbourhoods	20 Minute Neighbourhoods are a method of achieving connected and compact neighbourhoods designed in such a way that all people can meet the majority of their daily needs within a reasonable walk, wheel or cycle (within approx. 800m) of their home. The application of the 20 Minute Neighbourhoods will vary across Scotland and is required to be adjusted to suit local circumstances; particularly in rural areas where the delivery of services and extent of local infrastructure may not necessarily be supported by the surrounding density of population.
BRT	Bus Rapid Transit is a bus-based public transport system designed to have better capacity and reliability than a conventional bus system.
CAVForth	CAVForth is comprised of a consortium of partners to build, test and deliver an autonomous scheduled bus service between Fife and Edinburgh.
DRT	Demand Responsive Transport is a form of public transport where vehicles alter their routes each journey based on particular transport demand without using a fixed route or timetabled journeys.
EqIA	An Equality Impact Assessment is a process designed to ensure that a policy, project or scheme does not unlawfully discriminate against any protected characteristic.
EV	Electric vehicle
ICE	Internal combustion engine
Infrastructure First	The Infrastructure First policy within Draft NPF 4 puts infrastructure considerations at the heart of place making. The policy supports the provision of infrastructure, services and facilities that are necessary to create liveable and sustainable places. It also supports a more sustainable use of infrastructure, making better use of existing assets and prioritising low-carbon infrastructure, helping Scotland's transition to net zero.
iRSS	Indicative regional spatial strategy
MaaS	Mobility-as-a-Service is an emerging type of service that, through a joint digital channel enables users to plan, book, and pay for multiple types of mobility services.
Multi-Modal Mobility Hub	A transport node that interconnects multiple modes of transport, and consequently, improves the efficiency and speed of movement.

Term	Description
NPF4	National Planning Framework 4
NTS 2	The National Transport Strategy 2 sets out a vision for Scotland's transport system for the next 20 years.
Rail Gauge	The distance between the inner sides of the two parallel rails that make up a railway track.
RTP	Regional transport partnerships were established on 1 December 2005 to strengthen the planning and delivery of regional transport so that it better serves the needs of people and businesses.
RTS	The Transport (Scotland) Act 2005 placed a statutory duty on the seven Regional Transport Partnerships in Scotland to produce a Regional Transport Strategy for their area. The RTS influences all of the future plans and activities of the organisation is informed by the National Transport Strategy and informs local transport strategies.
SEA	Strategic Environmental Assessment is the process of predicting and evaluating the impact of a strategic action on the environment and using that information in decision-making.
SIMD	Scottish Index of Multiple Deprivation is a tool for identifying the places in Scotland where people are experiencing disadvantage across different aspects of their lives.
STAG	The Scottish Transport Appraisal Guidance represents best practice in transport appraisal for projects and strategies.
STPR 2	The Strategic Transport Projects Review 2 will inform transport investment in Scotland for the next 20 years (2022-2042) by providing evidence-based recommendations on which Scottish Ministers can base future transport investment decisions.
Sustainable Investment Hierarchy	Investment promoting a range of measures, including innovative solutions, to make better use of existing capacity to ensure that existing transport networks and systems are fully optimised.
Sustainable Travel Hierarchy	Promoting walking, wheeling, cycling, public transport and shared transport options in preference to single occupancy private car use for the movement of people.
TRACC	TRACC quickly calculates journey times to destinations from a number of origins demonstrating travel time analysis to a set location.

Term	Description
Transit Orientated Development	Transit Orientated Development involves the creation of compact, pedestrian-oriented, mixed-use communities centred around high quality public transport links. It involves increasing the density of development around key public transport stops and stations as well as designing local environments that can easily be navigated by walking, wheeling and cycling.
ULEV	An Ultra-Low Emission Vehicle is a car or van that emits 75g/km CO ₂ or less.

SEStran 2035 – Regional Transport Strategy 2035

Amendments to incorporate Scottish Borders Council RTS comments.

Page	Draft RTS March 2022	Final Draft RTS Proposed text
13	<p>From a user perspective, these transport problems will impact on individuals and groups (including those with protected characteristics), but are likely to be related to a relatively small number of parameters which define any travel such as:</p> <ul style="list-style-type: none"> • cost of travel (especially relative to disposable income) • lack of public transport connectivity • personal security / safety • physical accessibility of services • punctuality of travel (public transport punctuality / congestion making road-based journey times unreliable) • quality and comfort of journey • reliability of travel (cancellation of public transport services) • requirement for excessive interchange • travel time (relative to other modes) 	<p>From a user perspective, these transport problems will impact on individuals and groups (including those with protected characteristics), but are likely to be related to a relatively small number of parameters which define any travel such as:</p> <ul style="list-style-type: none"> • cost of travel (especially relative to disposable income) • lack of public transport connectivity, low service frequency or no service at all especially in rural areas • confusing travel information • multiple ticket types and different tickets per mode or operator • personal security / safety • physical accessibility of services, poor supporting infrastructure (particularly in rural areas) to support travel and interchange • punctuality of travel (public transport punctuality / congestion making road-based journey times unreliable) • quality and comfort of journey • reliability of travel (cancellation of public transport services) • requirement for excessive interchange • travel time (relative to other modes) • poor digital infrastructure in rural areas to support RTPi and mobile journey planning and ticket purchase
14	<ul style="list-style-type: none"> • Stakeholder Engagement: Over 130 stakeholders were invited to participate in consultation either through workshops, individual meetings or by responding to briefing notes. In total 	<ul style="list-style-type: none"> • Stakeholder Engagement: Over 130 stakeholders were invited to participate in consultation either through workshops, individual meetings or by responding to briefing notes. In total

	11workshops and 21 meetings took place and 62 written responses were received.	11workshops and 21 meetings took place and 62 written responses were received. <ul style="list-style-type: none">• Edinburgh & South East Scotland City Region Deal - Workforce Mobility Project survey report Surveys 2021.
16	Analysis of bus journey times across the region highlights that they can be up to five times longer than the equivalent car journey time at peak periods, whilst road journey times show there is a high degree of variability between peak and off-peak periods. This affects the attractiveness of bus services, particularly longer bus trips. Bus operators highlighted that their problems include congestion, road space allocation and service reliability whilst congestion was also acknowledged as a key factor affecting buses by City of Edinburgh Council, Falkirk Council and Fife Council which impacts on the viability of smaller bus operators in particular.	Analysis of bus journey times across the region highlights that they can be up to five times longer than the equivalent car journey time at peak periods, whilst road journey times show there is a high degree of variability between peak and off-peak periods. This affects the attractiveness of bus services, particularly longer bus trips. Lothian Buses highlighted that their problems include congestion, road space allocation and service reliability whilst congestion was also acknowledged as a key factor affecting buses by City of Edinburgh Council, Falkirk Council and Fife Council which impacts on the viability of smaller bus operators in particular and also impacts on the efficiency and attractiveness of rural services which access the city centre, when compared to cars. Rural operators highlight the rising costs of operating services on high mileage routes between rural conurbations, continued uncertainty in farebox revenue following Covid 19 and the increasing reliance on public funding to remain in operation. The challenge faced is to speed up journey times to encourage people to use public transport and to make journeys more integrated and connected across all public transport modes including better multimodal ticketing between operators.
18	11. Some journeys cannot be made by public transport: a lack of connections mean some journeys are not possible by public transport at all, or within a reasonable timescale. This can affect access to employment and essential services like healthcare and education	11. Some journeys cannot be made by public transport: a lack of connections mean some journeys are not possible by public transport at all, or within a reasonable timescale and is evidenced by higher car ownership in remote rural areas. This means that in rural communities and sub-urban settlements there is no alternative transport option to the private car which affects access for work, healthcare, education, training, wellbeing and social activities.

18	<p>Mixed Mode</p> <p>Stakeholders also emphasised that there is a lack of integrated ticketing and no single source for journey planning for transport across the region. These fragmented sources of data cause problems in terms of the integration between transport modes, which makes it more difficult to make multi-modal journeys in the SEStran region.</p>	<p>Mixed Mode</p> <p>Stakeholders also emphasised that there is a lack of integrated ticketing and no single source for journey planning for transport across the region. These fragmented sources of data cause problems in terms of the integration between transport modes, which makes it more difficult to make multi-modal journeys in the SEStran region.</p> <p>Furthermore, Scottish Borders Council and existing Demand Responsive Transport users highlighted that the inconsistent quality of broadband and mobile digital connectivity is constraining the development of digital transport information and service platforms. Real Time Passenger Information infrastructure, customer's mobile travel planning and ticket purchasing and future MaaS and DRT, rely on digital accessibility. These initiatives can only be delivered fairly across the region if rural connectivity is improved to match that of urban areas.</p>
23	<p>The high number of jobs which are now able to be conducted remotely means that there are fewer people commuting out of more rural areas to larger towns and cities. This shift could offer economic opportunities for more local centres as there is more money being spent locally rather than in town and city centres.</p> <p>As more people stay within more rural areas within the SEStran region, there is more scope to promote 20-minute neighbourhoods. This would go some way in achieving the 20% reduction car kilometres target set by the Scottish Government and may encourage there to be increased footfall for local businesses rather than the larger retail centres. This would generate more revenue for local urban centres within the region although would have knock-on impacts for larger retail centres.</p>	<p>The high number of jobs which are now able to be conducted remotely means that there are fewer people commuting out of more rural areas to larger towns and cities. This shift could offer economic opportunities for more local centres as there is more money being spent locally rather than in town and city centres.</p> <p>There is still significant demand for travel within rural areas for other types of employment.</p> <p>As more people stay within rural areas within the SEStran region, there is scope to promote the '20-minute neighbourhoods' concept to sustainably access goods and services locally within an acceptable radius of where they live. However, further development of the concept is needed to link rural neighbourhoods/communities together. This would go some way in achieving the 20% reduction car kilometres target set by the Scottish Government and may encourage there to be increased</p>

		footfall for local businesses rather than the larger retail centres. This would generate more revenue for local urban centres within the region although would have knock-on impacts for larger retail centres.
28		Additional text at the end of the chapter More detail on specific initiatives and actions associated with each theme are contained in each of the Regional Mobility Themes, chapters 6 to 17.
49	The implementation of 20-minute neighbourhoods will be more suited to some parts of the region than others. Urban areas naturally lend themselves more to the concept than rural locations and its application therefore needs to be flexible to reflect the differing characteristics of our communities and given that a high proportion of the region is non-urban. In more rural locations the 20-minute neighbourhood concept may be limited to ensuring access to local public transport and safe walking, wheeling and cycling networks that provide onward links to employment and service centres or travel hubs. It will require the provision of walking and cycling route infrastructure improvements that join up development sites to wider networks and make active travel the most attractive choice for short and medium length journeys. This reflects the approach outlined in the draft NPF4 and illustrated in the adjacent diagram.	The implementation of 20-minute neighbourhoods will be more suited to some parts of the region than others. Urban areas naturally lend themselves more to the concept than rural locations and its application therefore needs to be flexible to reflect the differing characteristics of our communities and given that a high proportion of the region is non-urban. In more rural locations the 20-minute neighbourhood concept to sustainably access goods and services locally within an acceptable radius of where they live may be limited to ensuring access to local public transport and safe walking, wheeling and cycling networks that provide onward links to employment and service centres or travel hubs. Further development of the concept is needed to link rural neighbourhoods/communities together and there would be benefit in developing a rural alternative, by linking services within a series of smaller communities together via transport services or infrastructure, acknowledging the need for vehicular travel. It will require the provision of walking and cycling route infrastructure improvements that join up development sites to wider networks and make active travel the most attractive choice for short and medium length journeys. This reflects the approach outlined in the draft NPF4 and illustrated in the adjacent diagram.

53		<p>Add text to 7.1 on page 53 after paragraph 2</p> <p>Local authority partners have a number of local active travel schemes under development and identified which improve local access and connect to the wider Strategic Active Travel Network. These active travel schemes are fully supported by SEStran and are vital to connectivity within and between the local authority partner areas.</p>
63	<p>In more rural areas it may not be viable to provide scheduled bus services due to the level of demand and associated costs of providing them. The region's rural bus network has become increasingly fragile in the wake of the COVID-19 pandemic as a result of decreasing passenger numbers. Sustaining rural bus services is therefore increasingly challenging with a consequent need for more subsidies to maintain a basic service that is frequently catering to fewer and fewer passengers. The provision of a core rural bus network is essential for social inclusion and wellbeing purposes and should be retained wherever possible. However, in some instances, the provision of Demand Responsive Transport (DRT) may be more appropriate, alongside other types of interventions. SEStran has undertaken a Strategic Demand Responsive Transport Study which has set out a series of conclusions and recommendations about how to overcome the challenges facing DRT in the region. Further information about how DRT can help to address rural public transport problems is provided in Chapter 12.</p>	<p>In more rural areas it may not be viable to provide scheduled bus services due to the level of demand and associated costs of providing them. The region's rural bus network has become increasingly fragile in the wake of the COVID-19 pandemic as a result of decreasing passenger numbers with patronage levels hovering around 65% of the 2019 pre covid levels as we emerge from the pandemic in early 2022. Sustaining rural bus services is therefore increasingly challenging with a consequent need for more subsidies to maintain a basic service that is frequently catering to fewer and fewer passengers. The provision of a core rural bus network is essential for social inclusion and wellbeing purposes and should be retained wherever possible. However, in some instances, the provision of Demand Responsive Transport (DRT) may be more appropriate, alongside other interventions to improve partnership working and data sharing to identify opportunities to increase patronage, as piloted by the Edinburgh & South East Scotland City Region Deal Workforce Mobility project. SEStran has undertaken a Strategic Demand Responsive Transport Study which has set out a series of conclusions and recommendations about how to overcome the challenges facing DRT in the region, like increased service costs. Further information about how DRT can help to address rural public transport problems is provided in Chapter 12.</p>

		To support the modal shift there also needs to be some consideration to the reimbursement rate for fares associated with concessionary travel in rural areas as it is harder to attract new patronage, it is easier to generate patronage in a city environment whilst reducing income associated with fare revenue in a rural area where there is not the additional patronage further compounds the impact in a rural setting.
66	SEStran supports the existing commitments to deliver new stations at East Linton (East Lothian), Reston (Scottish Borders) and Winchburgh (West Lothian), but any new station needs to be supported by an appropriate service provision that enables a meaningful travel option for local residents. Proposals for new stations in other locations should be subject to appraisal but would be supported in principle.	SEStran along with local authority partners was instrumental in delivering and supporting existing commitments to deliver new stations at East Linton (East Lothian), Reston (Scottish Borders) and Winchburgh (West Lothian). However, it is imperative that any new station needs to be supported by an appropriate level of service provision that enables a meaningful travel option for local residents and supports the principles of inclusive economic growth and low carbon travel. Proposals for new stations in other locations should be subject to an appraisal process that identifies improved partnership working between rail and bus operator and helps support and deliver improved integration.
66	In the longer term there are potential opportunities to link the region into the emerging High Speed Rail network for the UK via a link to north east or north west England. This would provide faster journey times and enhanced inter-regional links bringing reductions in internal UK short-haul flights and economic benefits to both locations. The business case and technical feasibility of High Speed Rail serving the east coast of Scotland requires further development and SEStran will support Transport Scotland along with the UK Government in investigating these further. To improve cross-border connectivity, £10 million has been identified through the Borderlands Growth Fund for the development of the case for extending the Borders Railway to Carlisle.	In the longer term there are potential opportunities to link the region into the emerging High Speed Rail network for the UK via a link to north east or north west England. This would provide faster journey times and enhanced inter-regional links bringing reductions in internal UK short-haul flights and economic benefits to both locations. The business case and technical feasibility of High Speed Rail serving the east coast of Scotland requires further development and SEStran will support Transport Scotland along with the UK Government in investigating these further. SEstran is also supportive of further work to improve cross-border connectivity between the cities of Edinburgh and Carlisle and also to provide potential access to High Speed Rail at a revamped Carlisle Station, with £10 million identified through the Borderlands Inclusive Growth Deal for the development of the case for

		extending the Borders Railway. This process will identify improved partnership working between rail and bus operator and helps support and deliver improved integration.
73	Mobility as a Service (MaaS) envisages users buying transport services (including public transport, car usage, access to active travel, taxi, demand responsive transport, etc.) as packages based on their needs instead of buying the means of transport itself or in a series of distinct packages. It is being driven by digital innovation which presents the opportunity to combine transport provision through a single platform. The implementation of MaaS within the region presents an opportunity to create a seamlessly integrated sustainable travel system that meets the needs of users as effectively and efficiently as possible. However, given the uncertainty at this time around the ways that MaaS will develop there is a need for the public sector and bodies like MaaS Scotland to guide and shape MaaS provision to ensure its successful delivery by supporting a broad, collaborative and multi-modal approach.	Mobility as a Service (MaaS) envisages users buying transport services (including public transport, car usage, access to active travel, taxi, demand responsive transport, etc.) as packages based on their needs instead of buying the means of transport itself or in a series of distinct packages. It is being driven by digital innovation which presents the opportunity to combine transport provision through a single platform. The implementation of MaaS within the region presents an opportunity to create a seamlessly integrated sustainable travel system that meets the needs of users as effectively and efficiently as possible. However, given the uncertainty at this time around the ways that MaaS will develop there is a need for the public sector and bodies like MaaS Scotland to guide and shape MaaS provision to ensure its successful delivery by supporting a broad, collaborative and multi-modal approach. MaaS will also be reliant on the improvement and equity of broadband and mobile digital access across the region.
75	The greatest opportunity lies in the field of Demand Responsive Transit (DRT) as illustrated in Error! Reference source not found.. Whilst DRT is not a new concept and is already widely operating across rural areas in the region, there are opportunities to deliver DRT services to a wider user base at a lower cost to users. The opportunity for transport suppliers is to make more use of existing spare capacity on their services. This capacity comes in the form of spare seats, empty running and vehicle downtime. Innovation can help to tackle these inefficiencies by increasing viability of services, making booking services easier and smarter routing. The benefit to customers would be optimised services providing better accessibility and meeting their needs more	The greatest opportunity lies in the field of Demand Responsive Transit (DRT) as illustrated in Figure 12.2. Whilst DRT is not a new concept and is already widely operating across rural areas in the region, there are opportunities to deliver DRT services to a wider user base at a lower cost to users, predominately in urban settings. Current examples of rural DRT are operating at higher costs per passenger than fixed route services, so the right level of support is required to maximise the potential to rural communities. SEStran will continue to work with Local Authorities & Transport Scotland to expand the pilot DRT services and use the data collected to make the case for additional support where required. The opportunity for transport suppliers is to make more

	effectively. DRT could play a much wider role than it does currently, by harnessing emerging app-based systems and booking and scheduling technology ('enhanced' DRT); by partnership and integration between existing DRT operators and the wider public transport network; and being viewed as a realistic alternative to expensive fixed-route bus services. To achieve this, it will require changes in funding priorities, as well as greater support for the community transport providers who face particular challenges of finance and human resources.	use of existing spare capacity on their services. This capacity comes in the form of spare seats, empty running and vehicle downtime, or when renewing fleet consideration should be given to smaller more flexible buses that can be used for fixed route and DRT. Data capture, data sharing, partnership working and innovation can help to tackle these inefficiencies by increasing viability of services, making booking services easier and smarter routing. The benefit to customers would be optimised services providing better accessibility and meeting their needs more effectively.
93	The aim of the framework is to empower people to choose an option that fits their circumstances and travel needs, acknowledging that what may work in one area, may not be successful in another. This approach relies on substantive behaviour changes which have not been seen before, highlighting the need for the RTS to lead the way in both the educational and behaviour change agenda for public transport and active travel within the region.	The aim of the framework is to empower people to choose an option that fits their circumstances and travel needs, acknowledging that what may work in one area, may not be successful in another. Behavioural change in society is the key to unlock a modal shift to active travel alternatives. Programmes of engagement with schools, communities and business, to educate and upskill travellers in the alternative modes will be required across the region to support the ambition to be net-zero by 2045 and the reduction in vehicle Km by 20% by 2030. SEStran Partners will work with regional partners, Transport Scotland and Scottish Government to identify solutions that can be coordinated and delivered regionally. For example, providing support to educational facilities and local authorities for U22 NEC card applications is essential to improving the mindset of future generations in order that they continue to use public transport long into their adult lives. This approach relies on substantive behaviour changes which have not been seen before, highlighting the need for the RTS to lead the way in both the educational and behaviour change agenda for public transport and active travel within the region.



SEStran Regional Transport Strategy

Draft RTS Consultation Summary Report

On behalf of **SEStran**



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Contents

1	Introduction.....	1
1.1	Overview.....	1
1.2	Public Engagement	1
1.3	Structure of Report	1
2	Public Survey – Analysis Outcomes	2
2.1	Overview.....	2
3	Chapter 3 – Transport Problems.....	4
3.1	Do you agree or disagree that these [29 identified transport challenges and problems] provide an appropriate focus for the RTS?	4
3.2	Summary of Comments on the Transport Challenges and Problems.....	4
3.3	Potential Transport Challenges and Problems which have been missed	6
3.4	Summary of comments on missed Transport Challenges and Problems	6
4	Chapter 4 – The Vision	9
4.1	Do you agree or disagree that this should be the vision for the new RTS?	9
4.2	Summary of comments on The Vision	9
4.3	Do you agree or disagree that these should be the Strategy Objectives for the new RTS?	11
4.4	Summary of comments on the Objectives	11
4.5	Do you think any other Objectives should be considered for the new RTS?	12
4.6	Summary of comments on other Objectives which could be included.....	13
5	Chapter 5 – Shaping Development and Place	15
5.1	How important is this theme to you?	15
5.2	Summary of comments on the theme Shaping Development of Place.....	15
6	Chapter 6 – Delivering Safe Active Travel	18
6.1	How important is this theme to you?	18
6.2	Summary of comments on Delivering Safe Active Travel.....	18
7	Chapter 7 – Enhancing Accessibility to Public Transport	20
7.1	How important is this theme to you?	20
7.2	Summary of comments on Enhancing Accessibility to Public Transport	20
8	Chapter 8 – Transforming and Extending the Bus Service.....	22
8.1	How important is this theme to you?	22
8.2	Summary of comments on Transforming and Extending the Bus Service.....	22
9	Chapter 9 – Enhancing and Extending Rail Services	24
9.1	How important is this theme to you?	24
9.2	Summary of comments on Enhancing and Extending Rail Services	24
10	Chapter 10 – Reallocating Roadspace on the Regional Network.....	27
10.1	How important is this theme to you?	27
10.2	Summary of comments on Reallocating Road space on the Regional Network	27
11	Chapter 11 – Delivering Seamless Multi-Modal Journeys.....	29
11.1	How important is this theme to you?	29
11.2	Summary of comments on Delivering Seamless Multi-Modal Journeys	29

12	Chapter 12 – Decarbonising Transport	31
12.1	How important is this theme to you?	31
12.2	Summary of comments on Decarbonising Transport.....	31
13	Chapter 13 – Facilitating Efficient Freight Movement and Passenger Travel	33
13.1	How important is this theme to you?	33
13.2	Summary of comments on Facilitating Efficient Freight Movement and Passenger Travel.....	33
14	Chapter 14 – Working Towards Zero Road Deaths and Serious Injuries	35
14.1	How important is this theme to you?	35
14.2	Summary of comments on Working Towards Zero Road Death and Serious Injuries	35
15	Chapter 15 – Reducing Car Kilometres	37
15.1	How important is this theme to you?	37
15.2	Summary of comments on Reducing Car Kilometres	37
16	Chapter 16 – Responding to the Post-COVID World	39
16.1	How important is this theme to you?	39
16.2	Summary of comments on Responding to the Post-COVID World.....	39
17	Chapter 17 – Spatial Strategy	41
17.1	Do you agree or disagree with the themes in the Spatial Strategy?	41
17.2	Summary of comments on the Spatial Strategy	41
18	Chapter 18 – Key Performance Indicators (KPIs)	43
18.1	Do you agree or disagree that the KPIs provide an appropriate means to monitor performance?	43
18.2	Summary of comments on the Key Performance Indicators (KPIs).....	43
19	Equalities	45
19.1	Overview	45
19.2	Summary of comments on Equality.....	45
20	Strategic Environmental Assessment.....	46
20.1	Overview	46
20.2	Summary of comments on the Strategic Environmental Assessment	46
21	Other comments on the Regional Transport Strategy	47
21.1	Overview.....	47
21.2	Summary of other comments	47
22	Local Authority Responses	49
23	Other Stakeholder Responses	57
24	Summary of Key Themes	58
24.1	Overview.....	58

Figures

Figure 2:1: Please state which areas your organisation is active across or represents	2
Figure 2:2: Please state which local authority you currently live within	3
Figure 3:1: Do you agree or disagree that these provide an appropriate focus of the RTS?	4
Figure 3:2: Do you feel there are any other transport challenges and problems which have been missed?	6

Figure 4:1: Do you agree or disagree that this should be the vision for the new RTS?	9
Figure 4:2: Do you agree or disagree that these should be the Strategy Objectives for the new RTS?	
11	
Figure 4:3: Do you think any other Objectives should be considered for the new RTS?	13
Figure 5:1: How important is this theme to you?	15
Figure 6:1: How important is this theme to you?	18
Figure 7:1: How important is this theme to you?	20
Figure 8:1: How important is this theme to you?	22
Figure 9:1: How important is this theme to you?	24
Figure 10:1: How important is this theme to you?	27
Figure 11:1: How important is this theme to you?	29
Figure 12:1: How important is this theme to you?	31
Figure 13:1: How important is this theme to you?	33
Figure 14:1: How important is this theme to you?	35
Figure 15:1: How important is this theme to you?	37
Figure 16:1: How important is this theme to you?	39
Figure 17:1: Do you agree or disagree that these themes provide an appropriate focus?	41
Figure 18:1: Do you agree or disagree that these KPIs provide an appropriate means to monitor performance?	43

Tables

Table 22:1: Main Positives (Local Authorities)	49
Table 22:2: Main Issues (Local Authorities)	52
Table 22:3: Local Authority Thematic Responses	53
Table 23:1: Other Stakeholder Thematic Responses	57
Table A:1: Comment Matrix	60

Appendices

Appendix A - Comment Matrix

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1 Introduction

1.1 Overview

- 1.1.1 The draft SEStran 2035 Regional Transport Strategy (RTS) was published for statutory consultation in November 2021. Members of the public and other stakeholders had the opportunity to comment on the draft strategy by completing a survey. This report provides detail on the feedback received from the survey. Key outcomes from the survey are included in this report and have been reviewed with amendments made to the final RTS document where appropriate in response.

1.2 Public Engagement

- 1.2.1 The public engagement exercise ran for 14 weeks from 5th November 2021 until 11th February 2022. This offered members of the public and organisations an opportunity to comment on all aspects of the draft RTS.
- 1.2.2 The engagement took the form of an online virtual engagement room which gave a one stop point of access to all the information and documents relating to the draft RTS, together with the opportunity to take part in a survey. The survey, which combined open and closed questions, was structured around the contents of the draft RTS. In addition, a number of respondents chose to submit standalone responses which did not necessarily follow the structure of the survey.

1.3 Structure of Report

- 1.3.1 Chapters 2 – 23 summarise the responses received through the consultation process grouped into a number of themes in each case. Chapter 24 and Appendix A then summarise the main themes and set out how the RTS was updated in the light of the comments received.
- 1.3.2 Appendix A also includes responses to comments received from SEStran and statutory consultees.

2 Public Survey – Analysis Outcomes

2.1 Overview

- 2.1.1 In total 109 individuals and organisations responded to the consultation providing comment through both the survey and by direct communication. Through the survey, 80 of the respondents were members of the public whilst 20 responded on behalf of an organisation.
- 2.1.2 Of the councils who participated in the engagement, Scottish Borders Council, Falkirk Council, The City of Edinburgh Council, East Lothian Council, West Lothian Council and Fife Council either completed the survey or submitted a direct response which was able to be transcribed into the survey. These responses are included within the quantitative analysis as part of the organisations in the sections below, but their qualitative responses are included within Chapter 22 Local Authority Responses. The responses from Clackmannanshire Council and Midlothian Council were not in a format which was compatible with the structure of the survey, so these are solely analysed in this section.
- 2.1.3 The location of organisations who responded to the survey are presented in Figure 2:1. Of those who responded, 20% (n=4) stated they operated in or represented each of the City of Edinburgh and West Lothian. A further 15% (n=3) noted that they operated Scotland wide.
- 2.1.4 The option ‘Scotland wide’ means that these organisations operate across the whole of Scotland rather than in one local authority area. The three organisations who selected this location are a transport company, a business support charity and a walking charity.

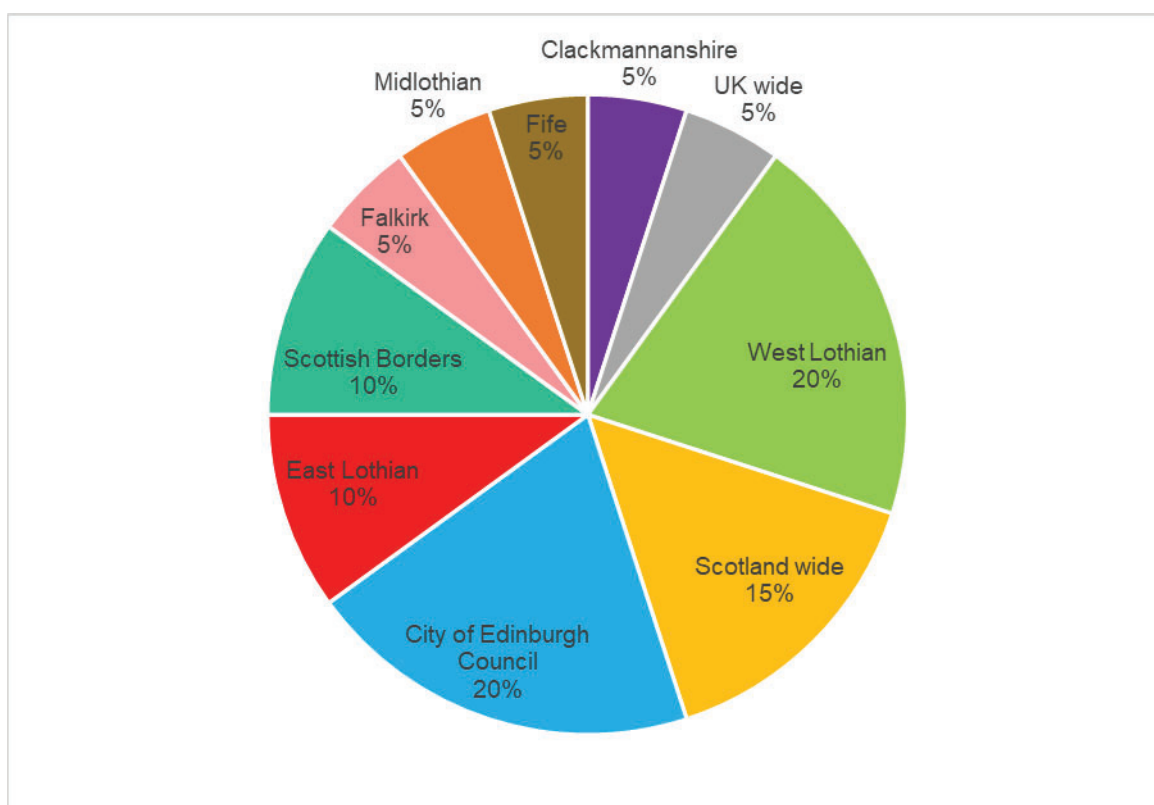


Figure 2:1: Please state which areas your organisation is active across or represents

- 2.1.5 It was also noted that all of those who responded on behalf of an organisation had read the draft RTS prior to completing the survey.
- 2.1.6 Those who responded as a member of the public were asked where they currently live, the responses are presented in Figure 2:2.

- 2.1.7 From the graph, 32% (n=26) noted that they live within the City of Edinburgh Council area with 19% (n=15) stating they reside in Fife.

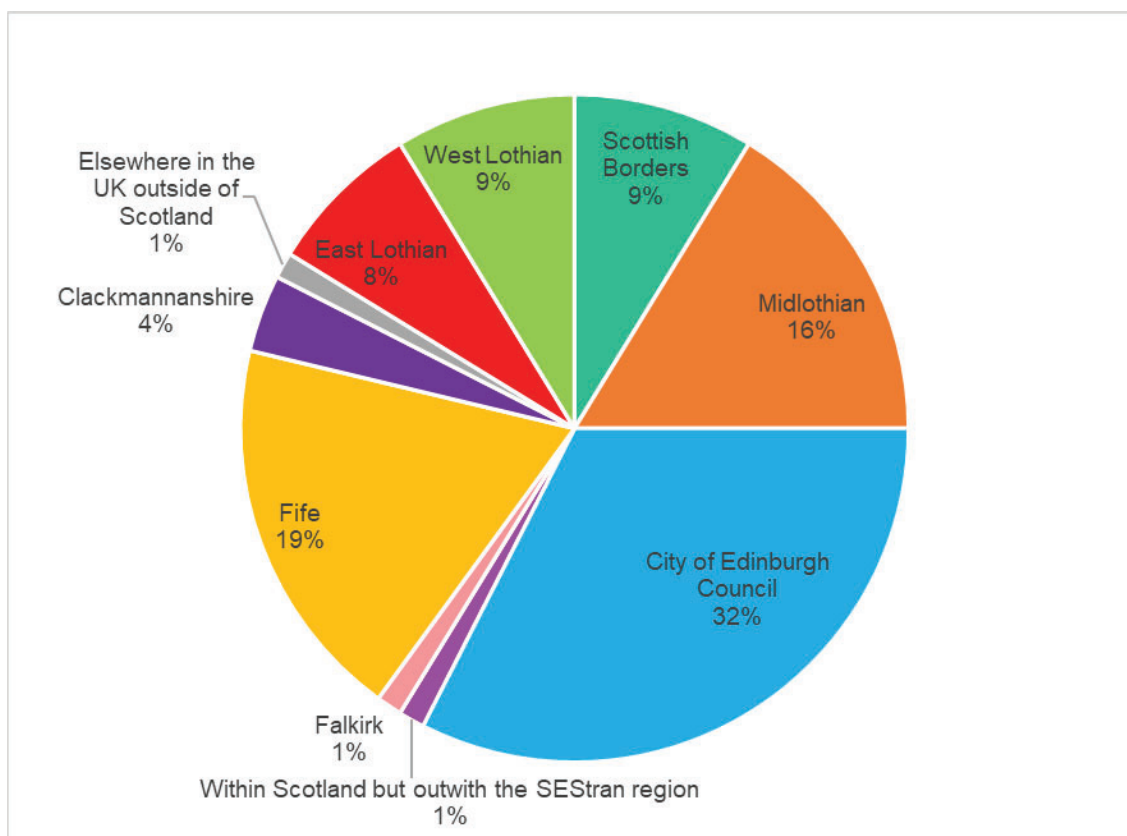


Figure 2.2: Please state which local authority you currently live within

- 2.1.8 Of these public respondents, 71 noted that they had read the draft RTS.

3 Chapter 3 – Transport Problems

3.1 Do you agree or disagree that these [29 identified transport challenges and problems] provide an appropriate focus for the RTS?

- 3.1.1 All the respondents were asked whether they agree, disagree or neither agree or disagree with the identified transport challenges and problems. The results are displayed in Figure 3:1.
- 3.1.2 The **majority (61%, n=61) agree that the problems identified provide an appropriate focus for the RTS**. Some 20% (n=20) noted that they neither agreed nor disagreed with the appropriateness of the identified transport problems.

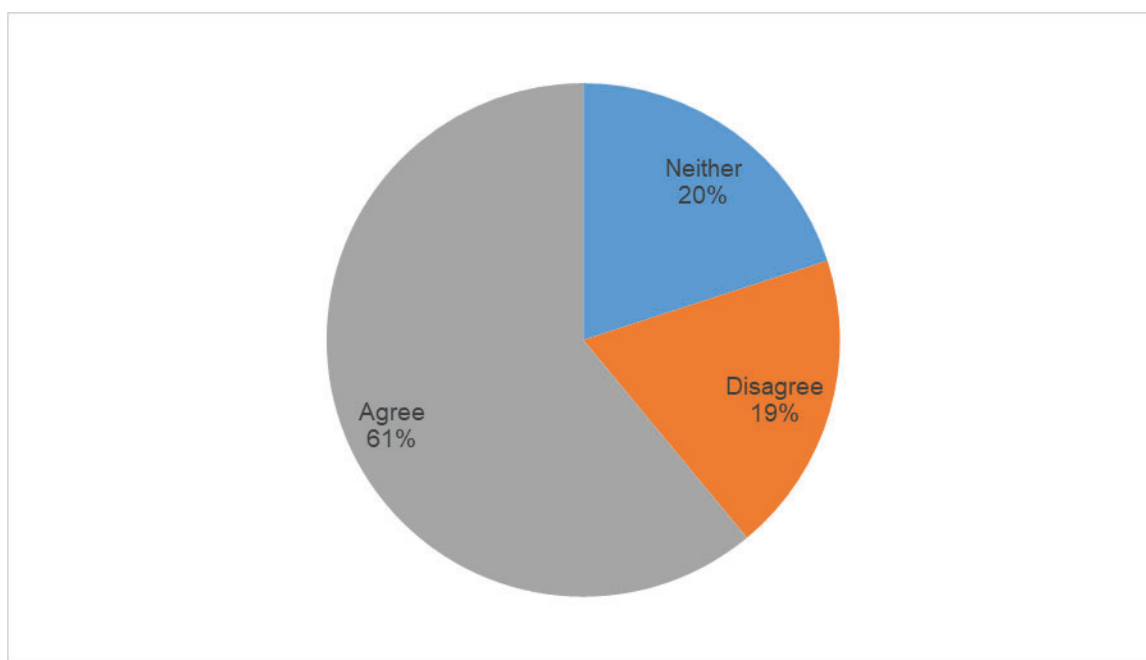


Figure 3:1: Do you agree or disagree that these provide an appropriate focus of the RTS?

3.2 Summary of Comments on the Transport Challenges and Problems

- 3.2.1 Of the 94 respondents to the survey, 30 individuals provided an open-ended response. **Whilst the large majority of respondents did not disagree with the transport challenges and problems presented in the RTS**, a minority did provide comment, and a summary of these comments is provided below.
- 3.2.2 It is recognised that whilst these comments were made in the 'transport challenges and problems' section, the scope of the comments can be wider than this. The same applies to the subsequent section.
- 3.2.3 To note, although there were 100 respondents in total, the six open-ended responses from the Local Authorities have been analysed in the Local Authority Chapter and therefore have been removed from the total number of responses for the qualitative analysis.

Impact on car / van users

- too much emphasis on penalising those who travel by car, van or other vehicle by increasing their journey times and making it harder for those travelling this way to move around the city (3)

- challenges are focussing on reducing the number of viable modes of transport, by making travelling by car more difficult, rather than making the necessary improvement to make integrated transport infrastructure (1)
- proposed options are going to impact deliveries significantly. Journey times will increase, and it will become more expensive to make deliveries, resulting in it becoming untenable. (1)

Climate change

- this is a 20 year strategy there needs to be more of an acknowledgement of how climate change will impact Scotland in terms of more extreme weather events (1)
- climate change has not been given the importance it requires within the challenges and problems (1)

Rural issues

- not enough emphasis placed on the problems which exist for those in more rural settings where there is currently poor public transport provision (1)
- the differences between the urban and rural areas are not considered in enough detail. One of the prominent differences noted is the topography of the rural areas which are within the SEStran region (2)
- the new travel hierarchy established by the Scottish Government puts those who live in rural areas at a disadvantage as there can be a lack of amenities within walking distances in some towns and villages, so a car is required (1)
- the strategy is not representative as it does not fully reflect the problems and challenges which those in rural areas face. Therefore, it is more difficult to identify rural transport solutions (1)

COVID-19

- because of the COVID-19 pandemic there is now less of a need to use transport, and this has not been captured fully within the outline problems and challenges (1)

Public transport

- the availability of public transport in the late evenings is poor, but this has not been considered to be one of the 29 outlined problems (1)
- improving the accessibility and affordability of public transport is very important (1)

Integration between modes

- the inconvenience of public transport, or the perception of this, is a key reason why many choose not to travel by these modes - should therefore be considered as one of the problems associated with transport (1)
- the need for a longer interchange between services is key problem facing those with disabilities and mobility impairments (1)
- there needs to be more of a focus on how to connect public transport to make interchanging between the train and bus services easier for all (2)
- in West Lothian there are only services which operate on an east-west corridor to connect major urban areas, but the local communities are not included within these connections (1)

Role of electric vehicles

- too much focus on the use of electric vehicles. This is considered to be an impractical solution to sustainable travel for those in the southeast of Scotland area (2)

- there cannot be a direct replacement of internal combustion engine cars with electric vehicles as there are not enough raw materials to support their production (1)
- lack of available space for charging infrastructure within urban areas (1)
- there was a lack of inclusion of e-bikes and e-scooters both of which would help reduce car kilometres (1)
- there needs to be more electric charging points for cars, motorbikes and bicycles to allow for sustainable travel to rural areas (1)

Active travel

- poor quality infrastructure creates barriers to those who use active travel for portions of their overall journey (1)
- there is not enough focus on safe, segregated active travel infrastructure (1)

3.3 Potential Transport Challenges and Problems which have been missed

3.3.1 The respondents were then asked whether there were any transport challenges and problems which had been missed from the 29 identified, with the results shown in Figure 3:2.

3.3.2 From the graph, 62% (n=61) noted that there had been some which were missed from the list, while around a quarter (n=24) of the respondents stated that none had been missed.

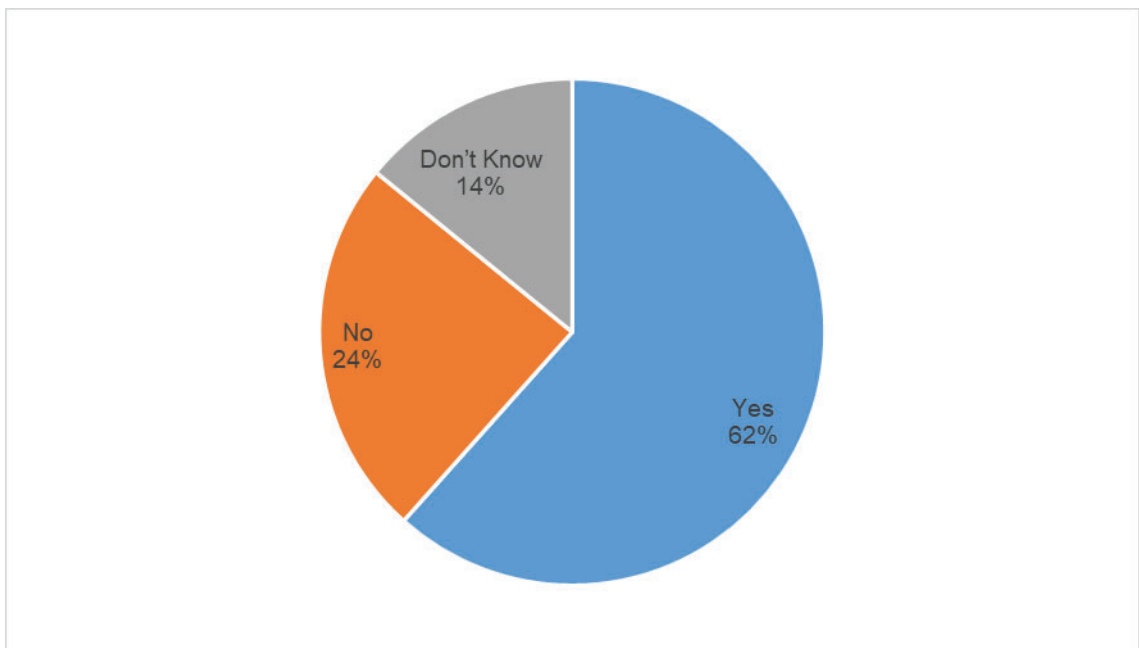


Figure 3:2: Do you feel there are any other transport challenges and problems which have been missed?

3.4 Summary of comments on missed Transport Challenges and Problems

3.4.1 Of the 94 respondents to the survey, 27 provided an open-ended response. A summary of the challenges and problems which the public and organisations felt were missed are grouped by theme and detailed below.

Integration between modes

- the lack of through ticketing and connected services on all modes of public transport makes it difficult to cross the region unless travelling by car (1)
- that there is lack of timetable integration for buses and trains which means there are long gaps in journeys which require an interchange (3)

- the lack of multi-modal interchange facilities prevents there from being easy connections between different modes (2)
- there is a lack of connecting infrastructure between existing cycle and walking networks (1)
- the banning of non-folding bikes and e-bikes from some train services creates a barrier to those who are travelling by multiple modes in a trip. It was suggested that there should be an additional carriage on trains which allows for the storage of bicycles and the same with buses to allow people to interchange between modes. (1)

Active travel

- the lack of safe walking and cycling infrastructure forms a barrier to travelling this way. This is highlighted as an issue around schools and in West Lothian (6)
- villages in Fife which are not connected by footpaths which prevents people from safely travelling between these villages by foot. A similar issue was also highlighted in Hawick, in the Scottish Borders, as there currently is no active travel link to the neighbouring towns (2)
- lack of safe storage and parking of bicycles prevents people from choosing to travel this way and this should be specifically noted within the challenges and problems cyclists face. This was noted to be a prominent issue especially at train stations (2)
- bike theft because of a lack of safe bicycle parking is an issue for cyclists and deters others from investing in a bike at the risk of it being stolen. (3)

Infrastructure

- environment around bus stops is not perceived as safe and discourages people from travelling this way - poor quality of pavements can make bus stops inaccessible (1)
- poor maintenance of roads, vegetation and drains makes an unsafe environment for all users - potholes and the resultant damage to vehicles and bicycles whilst also creating safety concerns for all (2)
- at some train stations there is not a safe way to reach the other side of the track. (1)

Car use

- there should be less of a focus on the use of electric vehicles as they will not reduce the number of cars on the road (1)
- more awareness around other options of travel by car such as car-pooling or car sharing as a way of reducing the number of cars on the road (1)
- being able to hire a car for the day or a weekend is becoming more affordable and could be a way of reducing the number of cars owned by urban households. Car share schemes are also becoming more prominent within Edinburgh with more locations for pickups. (1)

Train stations

- lack of rail connections in the SEStran area which prevents many from being able to travel this way (1)
- reopening the suburban line in South Edinburgh would enable more people to travel by rail rather than less sustainable modes of transport (1)

- the Borders Railway should be connected to the East Coast Mainline via Kelso and then a further connection to the West Coast Mainline via Hawick as there is currently a lack of railway connections to many of the towns in the Scottish Borders. (1)

Length of operating day

- services between Edinburgh and Fife do not run late into the night, which restricts people's ability to attend events which have a late finish (1)

New developments

- new housing and retail developments have been designed to enable car use and have a lack of connectivity with public transport and active travel. (1)

4 Chapter 4 – The Vision

4.1 Do you agree or disagree that this should be the vision for the new RTS?

- 4.1.1 The public were asked if they agreed with the vision: “A South-East of Scotland integrated transport system that will be efficient connected and safe, creating inclusive, prosperous, and sustainable places to live, work and visit, affordable and accessible to all, enabling people to be healthier and delivering the region’s contribution to net zero emissions targets.”
- 4.1.2 From Figure 4:1 around 2/3, 65% (n=65) said that they agree with the vision of the RTS while 18% (n=18) stated that they disagree with the outlined vision for the area.

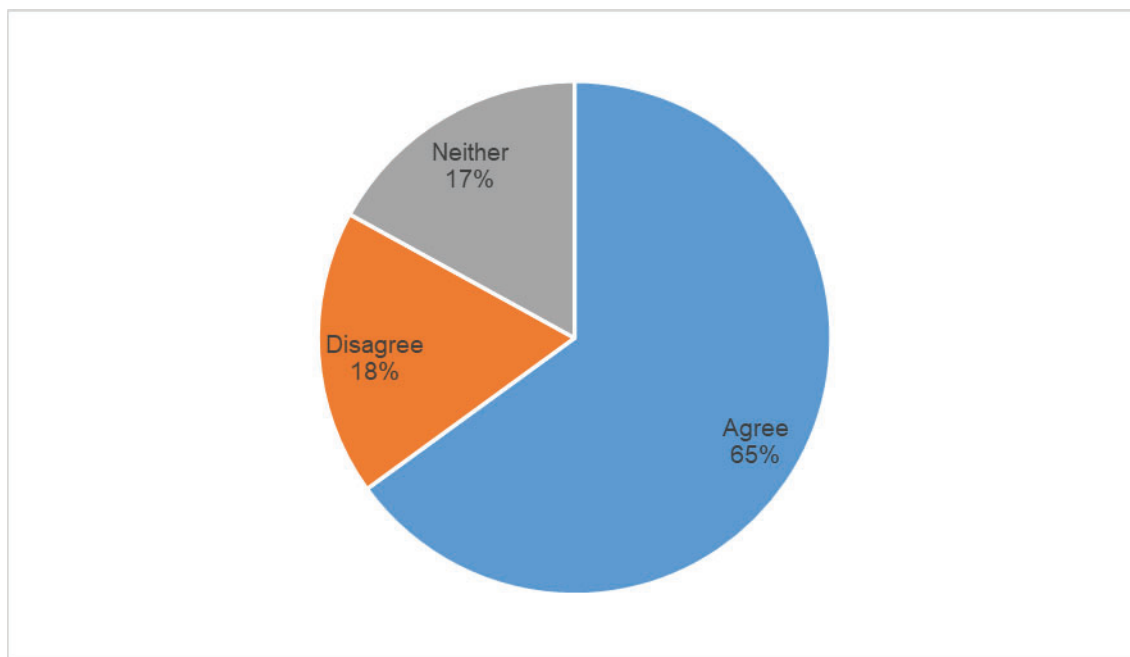


Figure 4:1: Do you agree or disagree that this should be the vision for the new RTS?

4.2 Summary of comments on The Vision

- 4.2.1 Of the 94 respondents to the survey, 25 provided an open-ended response. A summary of these comments is outlined below under themes which emerged from the responses. **Again, the scope of some of the comments received perhaps extends beyond the actual question posed.**

Active travel

- there is not enough reference to safe segregated active travel infrastructure or the role which e-scooters and e-bikes can play in increasing the number of people traveling by sustainable modes (1)
- during the COVID-19 pandemic, there was a greater number of people walking and cycling which indicated that there is latent demand for these modes of travel, but in West Lothian it was noted that there is a lack of formal active travel networks (1)
- a quick way to achieve the desired goals of the Vision would be a complete reassignment of the road to allow for walk and cycle only roads, to which cars have no access as there is not enough space currently to allow for segregation between modes. (1)

Connectivity

- lack of reference to inter-region connectivity, which could impact on being able to resolve some of the key transport challenges which have been outlined (1)
- lack of connectivity between Livingston and the central belt and the Scottish Borders and Fife also lacks connectivity (2)
- lack of integrated transport options reduces the ability to interchange easily between different modes of travel. (1)

Ambition

- lack of ambition in the Vision and the solutions which are being suggested here are not considered to be radical or new (2)
- the Vision is at risk of not being achieved like some other documents as it is too aspirational and could be difficult to accomplish. The aims are unrealistic and do not meet the needs of many travellers. (1)

Tone

- wording of The Vision does not portray a sense of urgency when it comes to tackling the outlined transport problems and challenges (1)
- there is a patronising tone in the wording within the Vision and the assumption that people are not healthy (1)
- little to no reference to those with disabilities or the elderly who are not necessarily able to walk or cycle as their main mode of travel (1)
- the Vision is good (1)

Car use

- due to the deregulation of bus services there is a lack of hopper services which makes it difficult to travel within West Lothian without a car (1)
- travelling within the city is no longer viable for many as they are unable to afford to buy cars which meet the new Euro V emissions. As a result, many will be excluded from accessing the city centre by car (1)
- the Vision does not address the inequality of access to transport with those on lower incomes being unable to make the move to lower carbon vehicles (1)
- the aims discriminate against those who rely on travelling by car to get around, like those with disabilities or the elderly (3)

COVID-19

- the aims are too vague as the true impact of COVID-19 and the associated changes in travel behaviours have not been assessed to understand if there is a shift to alternative modes of transport (1)

Technology

- the SEStran area should be noted to be at the forefront of using technology and research to improve travel (1)

Length

- the Vision is too long and it should be more concise (4)

4.3 Do you agree or disagree that these should be the Strategy Objectives for the new RTS?

4.3.1 The respondents were then asked whether they agreed with the following Strategy Objectives:

1. Transitioning to a sustainable, post-carbon transport system
2. Facilitating healthier travel options
3. Widening public transport connectivity and access across the region
4. Supporting safe, sustainable and efficient movement of people and freight across the region

4.3.2 The response to the survey is displayed in Figure 4:2 which shows that around **2/3, 64% (n=64) of respondents agree with the Strategy Objectives**. 20% (n=20) noted that they disagree with the outlined Objectives, while the remaining respondents neither agree nor disagree with them.

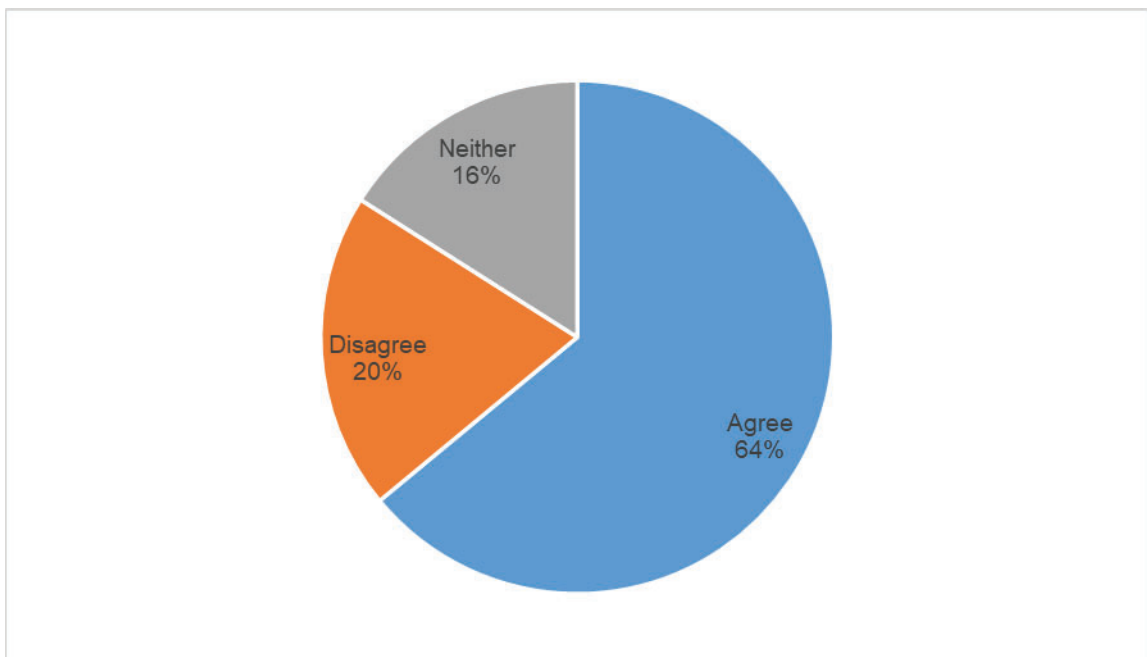


Figure 4:2: Do you agree or disagree that these should be the Strategy Objectives for the new RTS?

4.4 Summary of comments on the Objectives

4.4.1 Of the 94 respondents to the survey, 25 provided an open-ended response. A summary of the responses received on the Objectives are detailed below and are grouped according to the overall theme of the comment. **As before, the scope of some of these comments extends beyond the question posed.**

Role of electric vehicles

- there is too much emphasis placed upon electric vehicles as being a solution whereas walking, cycling and wheeling should be the priority (2)

- should not be a sole Objective allocated to electric vehicles as this would not reduce the number of vehicles on the road and will not support the modal shift away from cars (2)

Car use

- needs to be an increased emphasis on the reduction of car use which does not seem to be portrayed strongly enough in the document (3)
- the economic impact on low-income families has not been considered with the introduction of the Low Emission Zone to cities across Scotland, particularly Edinburgh. Many will be excluded from cities as they cannot afford to upgrade to the new car requirements (2)

Integration between modes

- public transport networks need to improve across the whole region to enable people to make the shift to more sustainable modes of transport. There should be a greater emphasis on the integration of public transport (1)
- should be an affordable and integrated public transport system across the region and a major task is facilitating cooperation between all the transport operators (1)
- lack of consideration towards the inter-regional connections which at present are considered to be limited. (1)

Objectives

- the Objectives are appropriate and link together well (5)
- the Objectives should be re-ordered to reflect opinions on what should be of more importance (2)
- there are too many Objectives (1)
- a new Objective should be added to cover reducing the need to travel (1)

4.5 Do you think any other Objectives should be considered for the new RTS?

- 4.5.1 The respondents were then asked whether there are any other Objectives which should be considered within the RTS, and the results are shown in Figure 4:3 below.
- 4.5.2 There is a relatively even split in opinion with 38% (n=38) stating that they do think some Objectives should be considered, 31% (n=31) don't know if any more should be considered and 31% (n=31) think there are no other Objectives which should be considered.

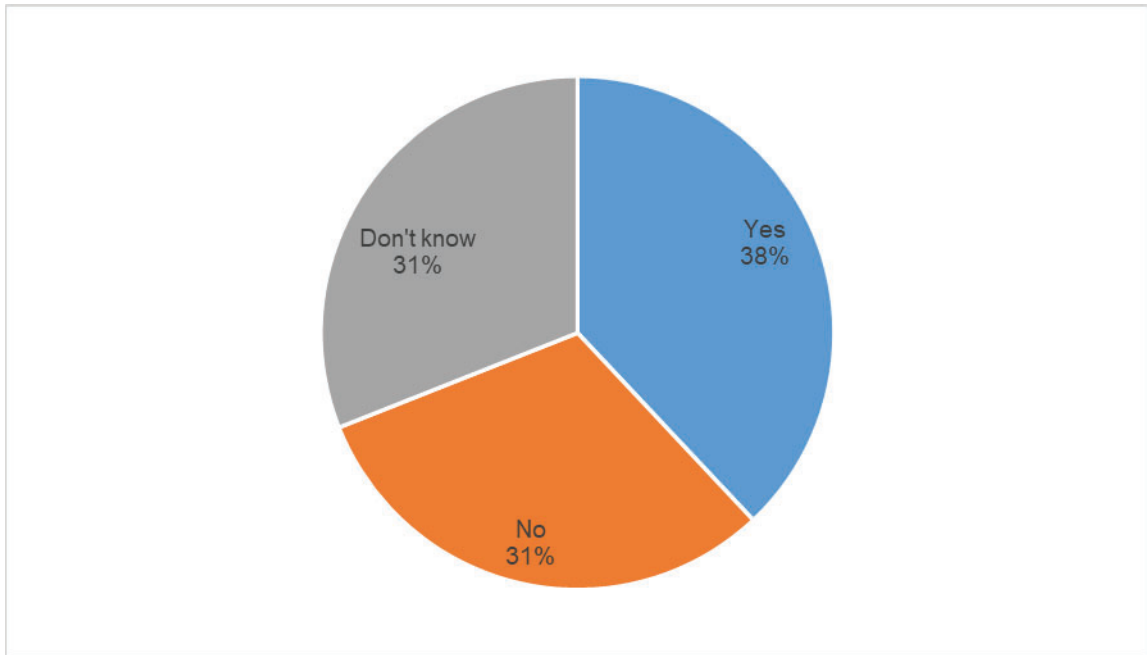


Figure 4:3: Do you think any other Objectives should be considered for the new RTS?

4.6 Summary of comments on other Objectives which could be included

- 4.6.1 Of the 94 respondents to the survey, 18 provided an open-ended response on other Objectives which could be included. A summary of these comments is detailed below. **As before, the scope of some of these comments extends beyond the question posed.**

Rural issues

- should be a specific objective which ensures that rural communities have a public transport service which operates every day of the week (1)
- there are disparities in the affordability of provision between the urban and rural areas, with the rural areas being noted as not being able to afford an improvement in provision (1)
- lack of understanding of what rural areas need and there is not enough focus on the difference between urban and rural transport problems and the related solutions (1)
- the use of hydrogen as an alternative fuel source is more appropriate for rural and semi-rural areas compared to battery powered vehicles (1)

Public transport

- e-scooters and e-bike hire should be considered under the umbrella of public transport. This would allow for more alternative modes of transport (1)
- should be a specific Objective which includes the improvement of journey times (1)
- the public transport network needs to be better connected between modes to create an integrated transport system (1)
- an integrated ticketing system or pass on public transport modes should be considered (1)

- expanding the rail network in the Scottish Borders to Hawick and Kelso would improve connectivity in the region (1)

Car use

- there needs to be an Objective which aims to decrease the number of private vehicles on the roads, decrease the number of cars sold and increase the provision of active travel infrastructure (1)
- making it more difficult for car users is not the solution and that travelling by alternative modes of transport should be made easier (2)
- within the city centres there are high numbers of vehicles parked on pavements or in bus lanes which reduces the width of the carriageway (2)

Active travel

- reducing the occurrence of bicycle theft would encourage more people to travel by bicycle as currently, it could be seen as a barrier (1)

Infrastructure

- the poor quality of roads and pavements is a problem for all road users and needs to be addressed to allow for everyone to move around safely by whatever mode of transport they choose (1)
- there is a lack of accessible pavements and these should be considered as standard within any infrastructure improvements (1)

Planning

- infrastructure changes at a local level, like integrated community health centres, could reduce the need to travel as everything is in the same location (1)

5 Chapter 5 – Shaping Development and Place

5.1 How important is this theme to you?

5.1.1 The respondents were asked how important the theme of Shaping Development and Place is to them with the results presented in Figure 5:1 below.

5.1.2 From the graph, **most of the respondents (41%, n=41) believe the theme is 'Very High' in terms of importance**. While a total of 16% (n=16) believe that it has 'Low' or 'Very Low' importance.

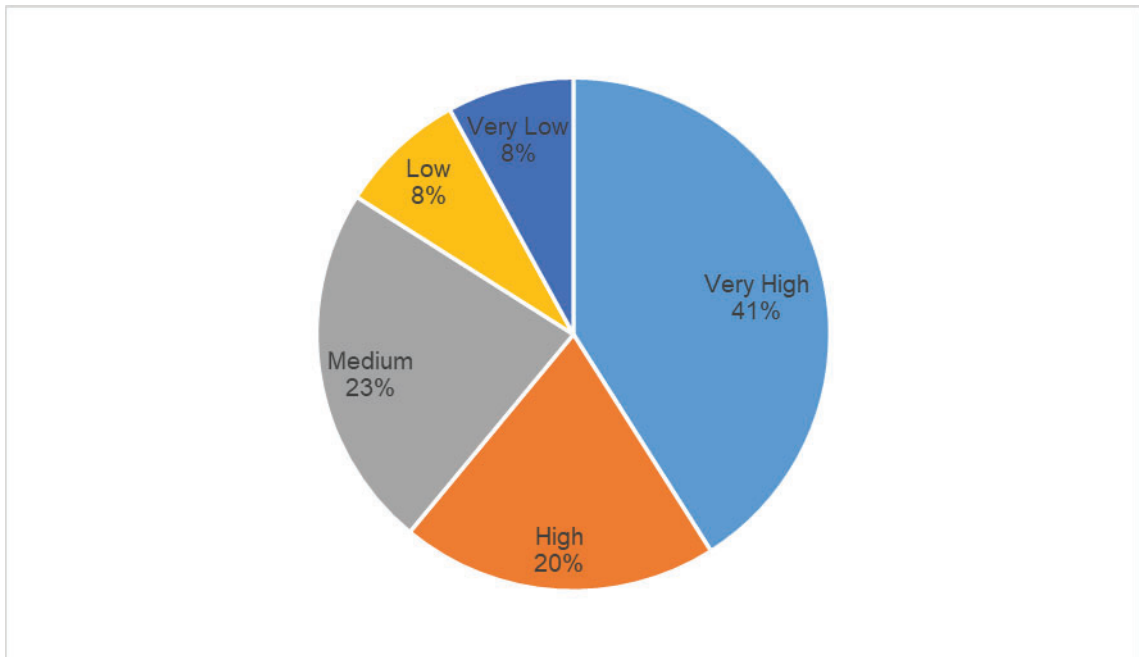


Figure 5:1: How important is this theme to you?

5.2 Summary of comments on the theme Shaping Development of Place

5.2.1 Of the 94 respondents to the survey, 41 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance**. Furthermore, a minority provided comments, and a summary of these is provided below. **As before, the scope of some of these comments extends beyond the question posed.**

Public transport

- improving the current services should be a higher priority than the mobility theme 'shaping the development and place' (3)
- the cost of travelling by public transport is perceived to be higher than the cost of running a car (1)
- many would value a public transport service which allows them to travel both further afield and locally (1)
- community transport services should be included within the shared mobility solutions as there are some people who require a door-to-door service. (1)

- public transport needs to be considered when planning new developments and these developments need to provide opportunities for the public transport services to keep the networks viable (1)
- train stations are still considered to be hubs for towns and cities (1)
- there should be more of a focus on the improvement of infrastructure and integrated transport networks (1)

20-minute neighbourhoods

- although this is a great concept, the idea of 20-minute neighbourhoods would require a drastic attitude shift by the public for it to be successful (1)
- having amenities within 20-minutes of residential areas is a good idea, but there should not be any restrictions on people's ability to move around cities / towns as a result (2)
- can be discriminatory towards those who have mobility issues, emphasising that zero car developments are unrealistic (1)
- the creation of 20-minute neighbourhoods could only be achieved with new developments and as a result existing developments will continue to lack active travel infrastructure and amenities (1)
- the development of 20-minute neighbourhoods needs to be heavily consulted on with the local communities to ensure a full understanding of the purpose and aims (2)
- some currently live in a 20-minute neighbourhood and feel this has a positive impact on their day-to-day life (2)

Planning

- all new housing or other developments require infrastructure to be constructed prior to the building of the development rather than the developer contributing to the cost of the infrastructure (2)
- many of the transport problems are perceived to be a result of poor planning decisions which has left new developments with no active travel provision or other amenities (1)
- new housing developments lack pathways which go through the estate to allow for people to reach amenities and services quicker (1)
- areas with a high density of new and existing housing developments are reliant on cars to be able to reach amenities and services, resulting in increased traffic and congestion (1)
- the existing transport network should be considered when building some large housing developments as an increase in population has a negative impact on the existing services and the road network (3)
- for improvements to be made land reallocation will be required for the upgrading of pavements and cycle networks. Infrastructure would have to be appropriately maintained by Councils to maintain the high quality (1)

Active travel

- more reference to safe active travel infrastructure plus e-scooters and e-bikes should be considered as public transport (1)

- cycle lanes / tracks need to be wide enough to allow for tricycles to use the infrastructure as this type of bicycle is becoming more popular amongst adults for the stability (1)
- both walking and cycling should be considered the priority mode of transport within the development of new housing (1)

Longevity

- placemaking is a long-term plan and for it to be effective in 5-10 years' time work needs to begin now with the aim of reducing the need to travel (2)

Rural issues

- the concept of 20-minute neighbourhoods would be very different for those who live in rural areas, and it is not as achievable as it is for those in urban areas (2)
- the use of motorised transport will be vital for achieving 20-minute neighbourhoods in rural areas due to the lower population density (1)

6 Chapter 6 – Delivering Safe Active Travel

6.1 How important is this theme to you?

- 6.1.1 The respondents were asked their opinion on how important the theme of delivering safe active travel is to them with the results shown in Figure 6:1.
- 6.1.2 **Almost 3/4 of the respondents think this theme is of 'Very High' or 'High' importance**, with over half (n=52) thinking this theme has 'Very High' importance and another 22% (n=22) noted it was 'High' importance.

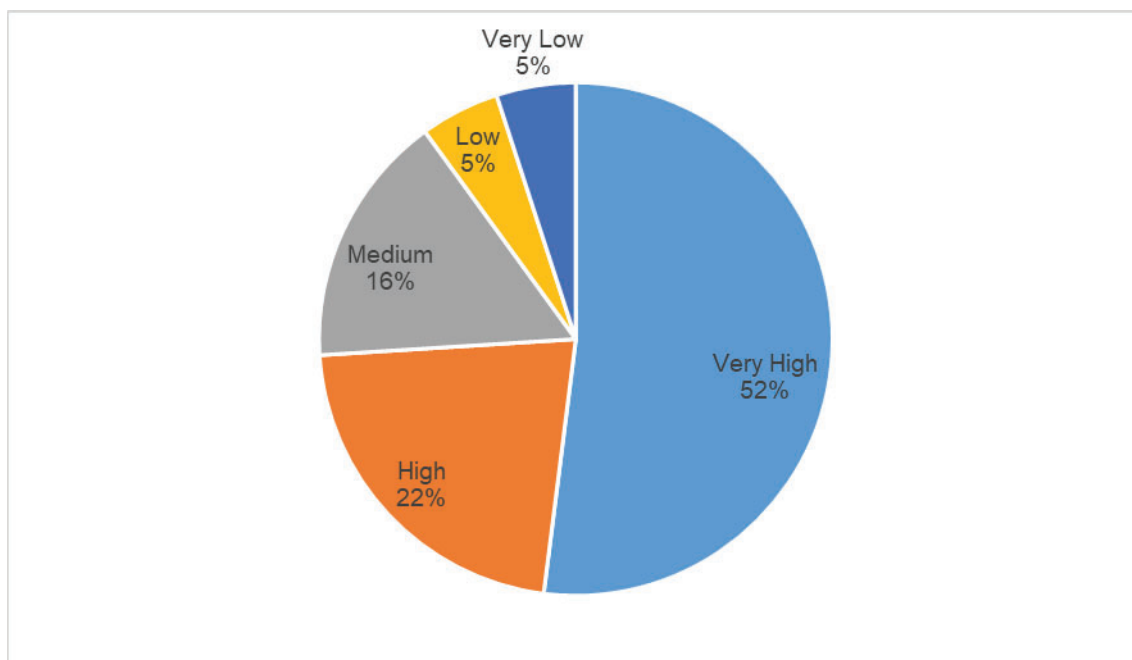


Figure 6:1: How important is this theme to you?

6.2 Summary of comments on Delivering Safe Active Travel

- 6.2.1 Of the 94 respondents to the survey, 46 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, a minority provided comments, and a summary of these is provided below.

Safety

- the mobility theme of delivering safe travel is very important (4)
- many people live close enough to their work to allow them to commute by bike but very few do, citing safety as a reason as to why they do not travel this way (1)
- rural roads do not feel safe for cyclists and this discourages some from travelling by bicycle (1)
- no mention of the issues cyclists face in terms of aggression from drivers, abuse and harassment. Travel safety is not limited to accidents (2)
- for safe active travel routes there needs to be more than promotional campaigns and Councils need to reallocate road space to create permanent changes to the road network (1)

- safe cycle infrastructure needs to be fully segregated from all other traffic (6)
- there is pent up demand for travelling by active travel modes, however due to the lack of active travel infrastructure connecting towns, people quickly became isolated from the surrounding areas (1)
- current road infrastructure needs to be improved and maintained to a high standard to make it safe for all to travel (4)

Public transport

- the promotion of safe active travel where it does not impact public transport (1)
- active travel networks need to be incorporated within the public transport networks to allow for greater connectivity (4)

Active travel

- active travel is essential for the environment and to improve the population's health and it is effective for the movement of people (2)
- cycle network is currently too fragmented for it to be safe for all users (2)
- bicycle sharing scheme should be reintroduced (1)
- lack of safe bike storage in city / town centres, shopping centres and public transport interchanges (5)
- need for greater provision of secure bicycle storage rather than cycle racks which are not very secure (2)

Engagement

- more engagement with specific communities when planning or developing new active travel routes as it appears that many of the cycle routes are designed for a small proportion of cyclists, so they are not very inclusive (1)

7 Chapter 7 – Enhancing Accessibility to Public Transport

7.1 How important is this theme to you?

- 7.1.1 The public and organisations were asked how important the theme of Enhancing Accessibility to Public Transport was to them, the results are presented in Figure 7:1.
- 7.1.2 From the graph, **55% (n=55) selected that this theme is considered to be of 'Very High' importance**, with only 8% (n=8) thinking it is of 'Low' or 'Very Low' importance.

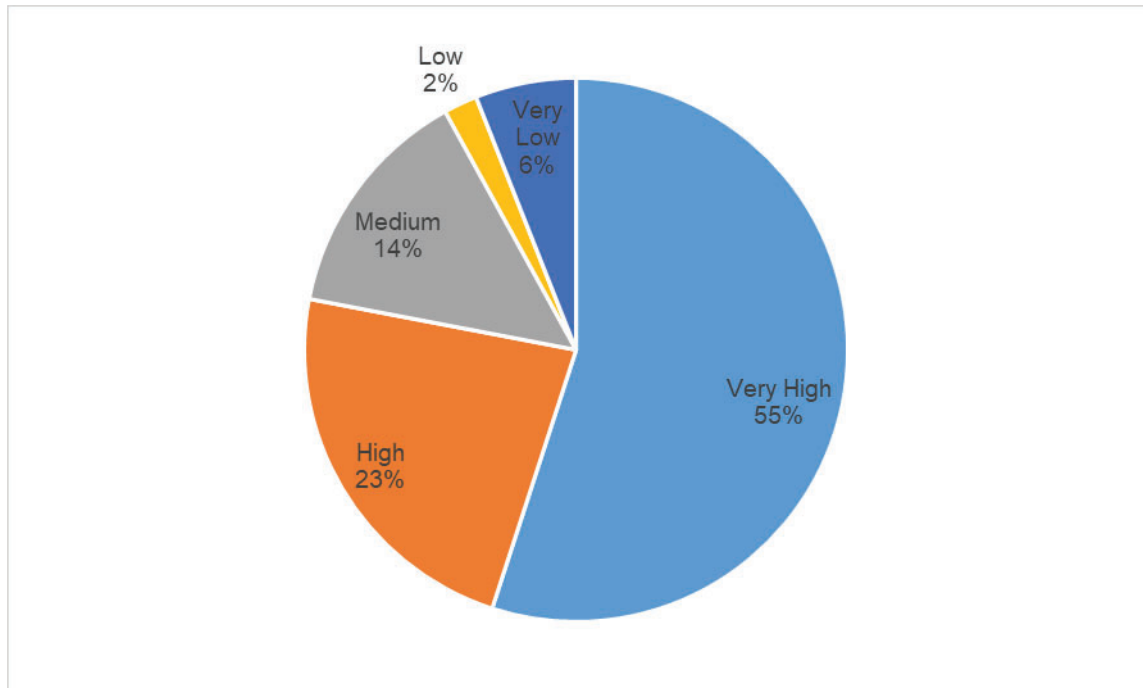


Figure 7:1: How important is this theme to you?

7.2 Summary of comments on Enhancing Accessibility to Public Transport

- 7.2.1 Of the 94 respondents to the survey, 45 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, a minority provided comments, and a summary of these is provided below.

Public transport

- improving access to public transport is a very important mobility theme (3)
- public transport services should be accessible to all and operational seven days a week (2)
- fully accessible transport network could be achieved through Demand Responsive Transport (DRT) services (1)
- improved public transport network needed to encourage people to stop using their cars and make the modal shift to travelling by more sustainable modes (1)
- public transport should be considered as more than just the bus services (1)

- more local services which link up communities rather than bus services which only serve strategic areas such as Edinburgh (1)
- bus services become unreliable during peak times due to congestion on the roads (1)
- bus information and timetables should be displayed at all bus stops (1)
- increased frequency of bus services, with East Lothian being noted as an area which would benefit from an increase in frequency (4)
- Scottish Borders is currently underserved by the rail network and if this area were connected by an improved bus network, then there would be a reduced reliance on the private car (1)
- the train timetable in West Lothian can be inconsistent due to the lack of line capacity which makes this an unreliable mode of travel (1)

Integration between modes

- dedicated bicycle spaces on buses to allow for an integrated transport network (2)
- lack of integration between the rail and bus services as the timetabling for the buses does not coincide with the arrival and departure of train services (4)
- a wider network of transport interchanges to allow for there to be integration between different transport modes (1)

Fares

- public transport services need to become more affordable to encourage people to make the shift away from the private car. It is thought that currently they are not value for money (2)
- those who live out with the city boundary should have access to a reduced fare as the cost is too high for them currently (1)
- should be a Scotland-wide smart card which can be used on all public transport services to allow for a more integrated and low-cost payment method (3)
- train fares are very high and are preventing many from being able to travel this way (1)

Active travel

- should not be any reallocation of road space for cycle lanes as the bus infrastructure is already established and there are not enough people cycling to warrant the additional road space (1)
- travelling to and from bus and tram stops, and train stations is an essential component of the overall multi-modal journey so active travel infrastructure must be incorporated within the improvements in access to the public transport network (2)

New developments

- new developments are not integrated within the public transport network which means they are reliant on using the car (1)

8 Chapter 8 – Transforming and Extending the Bus Service

8.1 How important is this theme to you?

8.1.1 Respondents to the survey were asked how important the theme of Transforming and Extending the Bus Service was to them. Figure 8:1 displays the results.

8.1.2 From the graph below, **39% (n=39)** noted that the theme has 'Very High' importance to them, while half (n=50) of the respondents feel it has 'High' or 'Medium' importance.

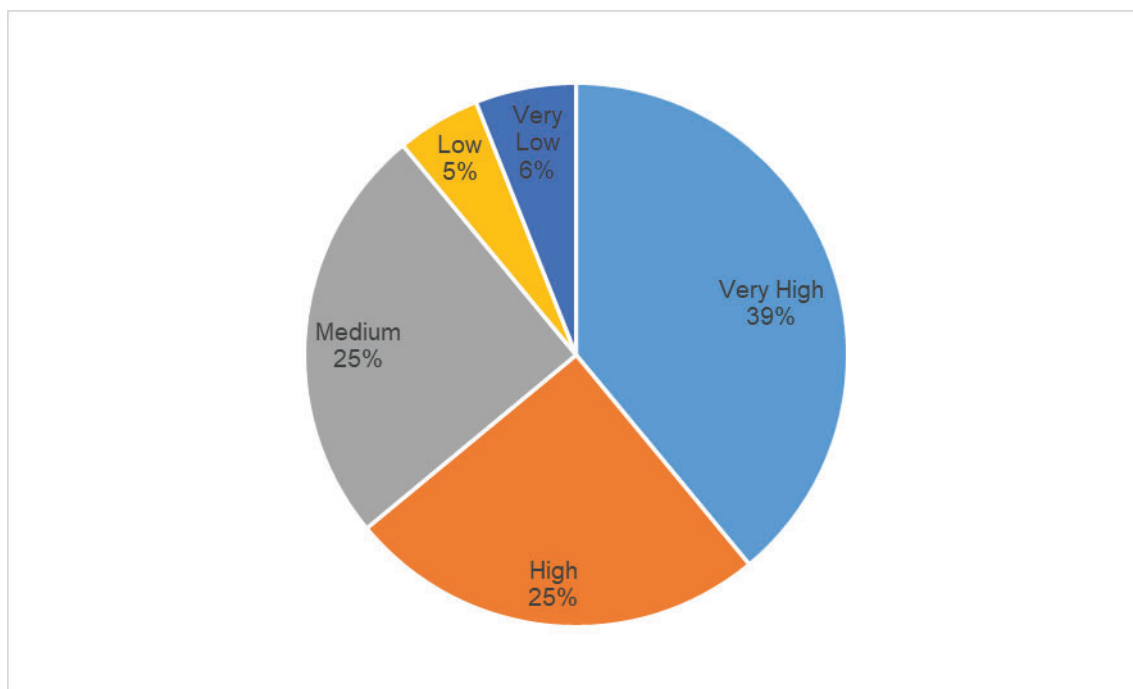


Figure 8:1: How important is this theme to you?

8.2 Summary of comments on Transforming and Extending the Bus Service

8.2.1 Of the 94 respondents to the survey, 48 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, over half provided comments, and a summary of these is provided below.

Connections

- current bus services are of a high standard and provide an accessible service for many users. Bus services in Edinburgh are already of a high quality (11)
- bus and train services between Fife and Edinburgh are not adequate to support the number of people choosing to move to Fife (1)
- hopper bus services should be introduced to connect smaller communities to larger urban centres (2)
- long connection times between services and modes (1)
- some areas within the SEStran region are inaccessible by public transport (1)

Frequency

- bus services should be operating at a maximum of 2-hourly intervals, with the aspiration of them to be operating more frequently (1)
- bus services are not frequent enough and suggested that in the evenings in particular there needs to be more than an hourly bus service (3)
- bus services have to be reliable, even during peak times when delays are likely to occur (3)

Length of operating day

- outskirts of Edinburgh after 10:30pm should be served with an integrated DRT service to allow for onward travel for late journeys (1)

Rural issues

- providing a bus service which is more convenient than travelling by car in rural areas is harder to achieve due to the remoteness of some communities (1)
- Demand Responsive Transport is way to get people in rural communities to use the public transport network and would link directly into the wider public transport network (1)

Infrastructure

- bus lanes should be in operation all day and every day (1)

Cost

- bus services are too expensive for some which prevents them from travelling this way (2)
- integrated ticketing system which covers both bus and local rail services would enable more people to travel by public transport (2)

Community transport

- work should be undertaken with community transport providers to enable those who are disabled, older or disadvantaged to access transport (1)

9 Chapter 9 – Enhancing and Extending Rail Services

9.1 How important is this theme to you?

- 9.1.1 Respondents to the survey were then asked to comment on the importance of the theme Enhancing and Extending Rail Services, with the results shown in Figure 9:1.
- 9.1.2 The graph shows that **39% (n=39)** noted that the theme has 'Very High' importance while a total of 14% (n=14) feel that it has 'Low' or 'Very Low' importance.

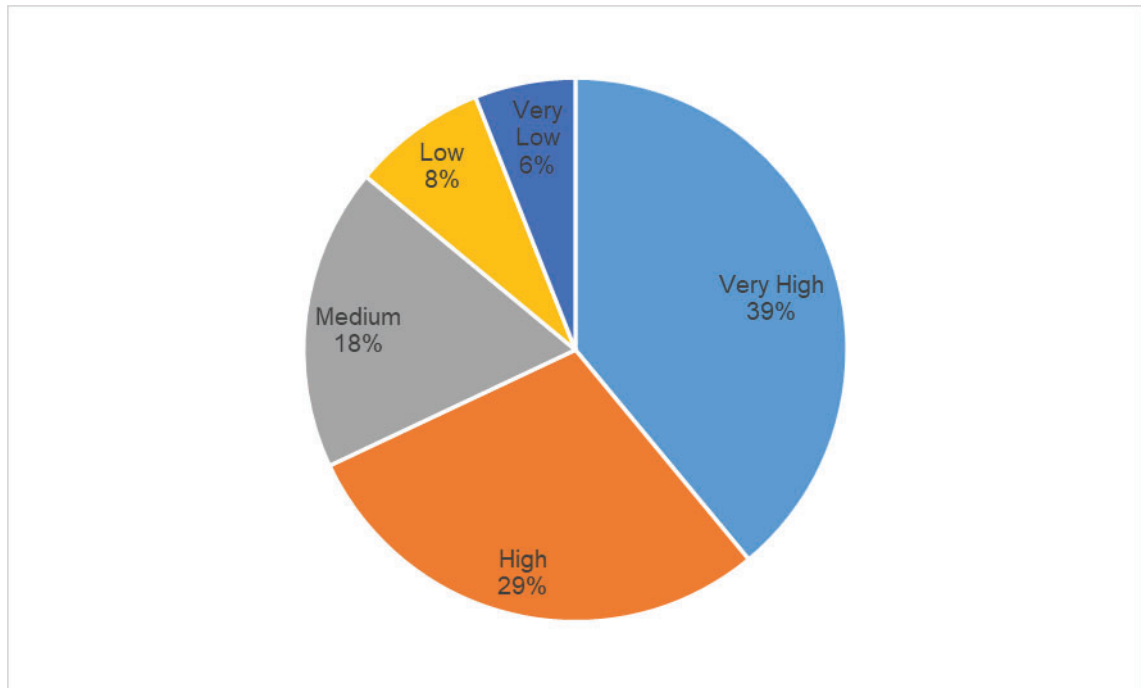


Figure 9:1: How important is this theme to you?

9.2 Summary of comments on Enhancing and Extending Rail Services

- 9.2.1 Of the 94 respondents to the survey, 52 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, over half provided comments, and a summary of these is provided below.

Borders Railway

- extending the Borders Railway should be considered within this chapter as this would enhance the connections between the rural and urban areas (3)
- a lack of information about the extension of the line between Tweedbank and Carlisle (1)
- extending the Borders Railway line to Hawick and then onwards to Carlisle should be considered a priority and the line should be connected to the East Coast Mainline via Kelso (3)
- increase in funding for the Borders Railway to allow for the capacity and frequency of services on the line to increase (2)

Edinburgh South Suburban Line

- reopening the Edinburgh South Suburban Line to passenger services would enable more people to travel into the centre of Edinburgh by rail. The existing loop could be expanded to encompass Abbeyhill, Meadowbank, Portobello with a line extending to Haddington and a new curve constructed to connect Lanark and Edinburgh (2)
- document should be more ambitious with extending the provision of rail through South Edinburgh (1)
- re-opening the Edinburgh South Suburban line and re-establishing the Midlothian stations and connecting the two lines would allow for better connectivity by rail in this area (1)

Connections

- bus and rail services need to have more coordinated timetables to allow for a quick interchange between services (1)
- no rail services to the East Neuk of Fife (1)
- capacity limitations on the East Coast Mainline (ECML) which restricts the number of services which can operate in East Lothian – a new, local line could serve the towns of East Lothian without adding more services to the ECML (1)
- services on the Bathgate-Airdrie Line are good and this service should be replicated on the West Calder Line (1)
- connections from Dunfermline are poor with many of the towns such as Kincardine and Kinross being missed (1)

Cost

- there would be great individual benefits from the extension, reinstatement and introduction of new rail lines but there would be a high cost to implement these (4)
- a significant investment in the railways is required to enable there to be an increase in rail services but there would be massive disruption to existing services (1)
- rail services should become nationalised again (1)
- cost of fares needs reduced to make the network accessible to all (5)
- there has been a reduction in the number of people travelling to North Berwick following the reduction in discount for pensioners on train fares. Travelling by train should be made free for pensioners (1)

Length of operating day

- the lack of services on a Sunday makes it difficult for people to travel in the region by train and there should be a consistent service which operates across the whole week (1)

Active travel

- there is a lack of bike storage provision on many of the trains operating in the SEStran region which is worse on commuter services (1)

Comfort

- trains are more comfortable to work on when travelling (1)

Climate change

- for a train to be more sustainable than travelling by car then there needs to be a higher travel demand density with high occupancy levels of around 50 people (1)

10 Chapter 10 – Reallocating Roadspace on the Regional Network

10.1 How important is this theme to you?

- 10.1.1 The public and organisations were asked whether they feel that the theme of Reallocating Roadspace on the Regional Network is important to them. The results are presented in Figure 10:1.
- 10.1.2 From the graph, **39% (n=39) believe that this theme has 'Very High' importance**, while in total 20% (n=20) believe that it has 'Low' or 'Very Low' importance.

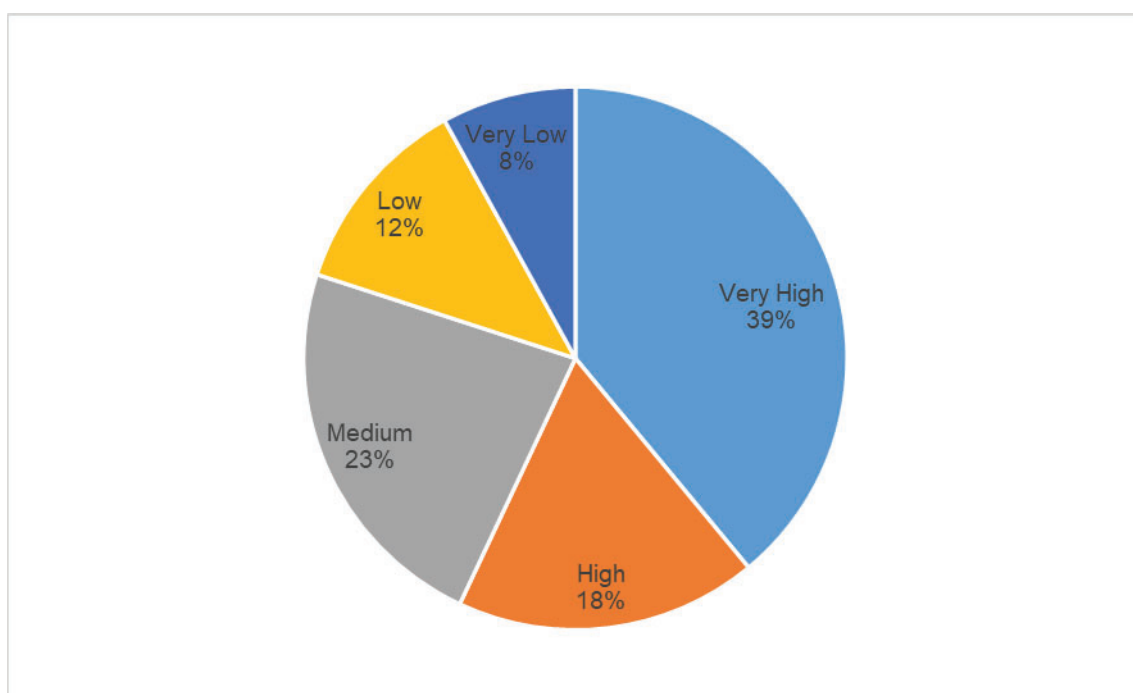


Figure 10:1: How important is this theme to you?

10.2 Summary of comments on Reallocating Road space on the Regional Network

- 10.2.1 Of the 94 respondents to the survey, 43 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, a minority provided comments, and a summary of these is provided below.

Public transport

- public transport network must be enhanced before road space can be reallocated to active travel modes (1)
- more consideration given to including community transport within public transport (1)
- increased and improved public transport provision would see a reduction in the number of cars on the roads and a resultant increase in road space which can be used for active travel (3)

Active travel

- safe cycling has to be fully segregated cycle tracks to prevent cars from overtaking close to cyclists (2)
- increased provision of dedicated walking and cycle infrastructure through towns and cities would enable more people to cycle safely in these environments (1)
- pedestrians and cyclists must be segregated from each other as they make walking unsafe, and it needs to be clear whether cyclists are to cycle on the road or whether it is a shared use path (2)

Infrastructure

- reallocated road space for active travel is the most dangerous section as in many cases it is not well maintained (1)
- needs to be an improvement in road surfaces and a distinguishable difference between the cycle lanes and the main carriageway to make cycling more attractive (2)

Congestion

- needs to be a reduction in congestion which is a prominent issue in Edinburgh (2)
- a reduction of road space is going to result in more congestion on the roads, which leads to delays and greater pollution (6)
- unlikely to ever be zero car use and therefore the reallocation of space is only going to result in higher levels of pollution (1)

Tax

- cyclists do not pay road tax so if they are to be given a greater share of the road space they should have to pay some form of tax as a road user (1)

Mobility theme

- this is a good and relevant mobility theme (2)

11 Chapter 11 – Delivering Seamless Multi-Modal Journeys

11.1 How important is this theme to you?

11.1.1 The respondents were asked whether the theme of Delivering Seamless Multi-Modal Journeys was important to them, and the responses are outlined in Figure 11:1.

11.1.2 From the graph, **75% (n=75) of respondents believe that this theme has 'Very High' or 'High' importance.**

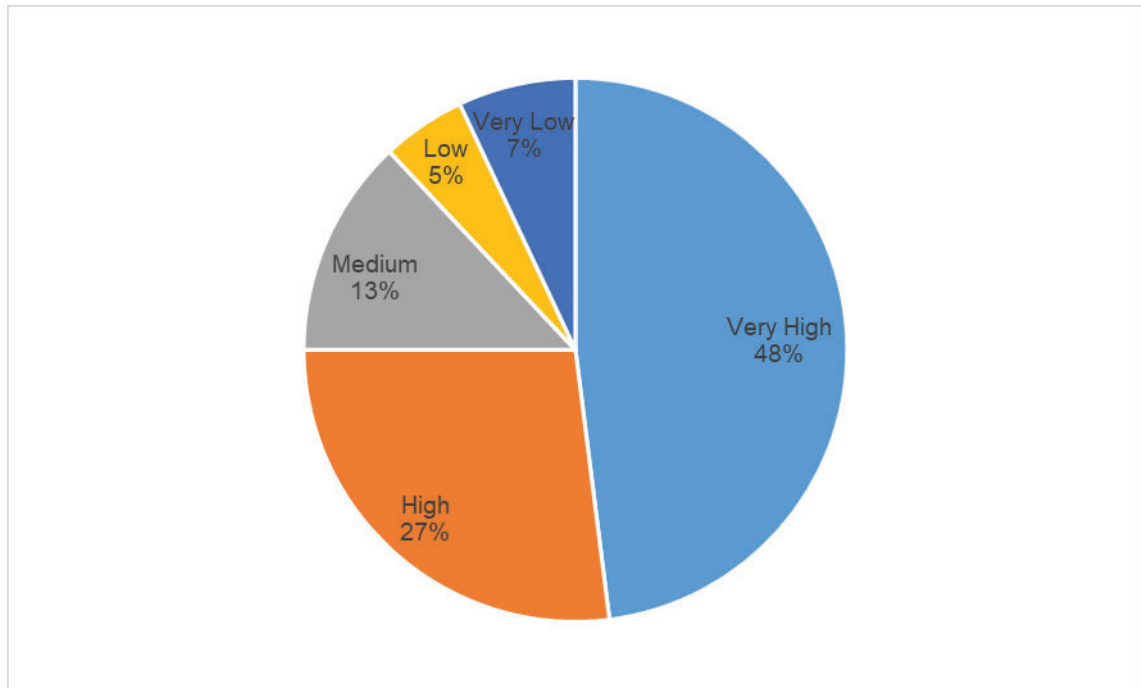


Figure 11:1: How important is this theme to you?

11.2 Summary of comments on Delivering Seamless Multi-Modal Journeys

11.2.1 Of the 94 respondents to the survey, 39 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, a minority provided comments, and a summary of these is provided below.

Integration between modes

- the theme around better integration between modes is very important (2)
- integration between modes will be an essential part of 'Levelling-up' for those in deprived areas (1)
- Park & Ride facilities are already of a high standard (1)

Interchanges

- need for more inter-modal transport interchanges, but this needs to be done in conjunction with services and the built environment (2)

- Bathgate Railway station should become a transport interchange (1)

Active travel

- active travel network needs to be incorporated within the integration between modes (1)
- need buses which have allocated space for bicycles to ensure that people who cycle one way have the option to take the bus back (4)
- there is a lack of safe bicycle storage at transport interchanges and stations (2)
- a bicycle hire scheme could be reintroduced to Edinburgh to allow for a greater integration between active travel modes and public transport (1)

Convenience

- convenience is the main issue, and it is essential that it needs to become inconvenient to travel by car compared to other modes to create a modal shift (1)

Rural issues

- integration between modes is very different for those in rural areas compared to urban areas (1)
- an integrated system requires an improvement in digital infrastructure, especially for those who live in rural areas (2)

Ticketing

- for greater integration between modes an integrated ticketing solution is required to complement it (4)
- a ticket system similar to the Oyster Card in London could allow for an integrated public transport network (1)

12 Chapter 12 – Decarbonising Transport

12.1 How important is this theme to you?

- 12.1.1 Respondents to the survey were asked whether the theme of Decarbonising Transport was important to them, with the results displayed in Figure 12:1.
- 12.1.2 The graph shows that **46% (n=46) of respondents feel that it is of 'Very High' importance, while a quarter (n=25) noted it was of 'High' importance.**

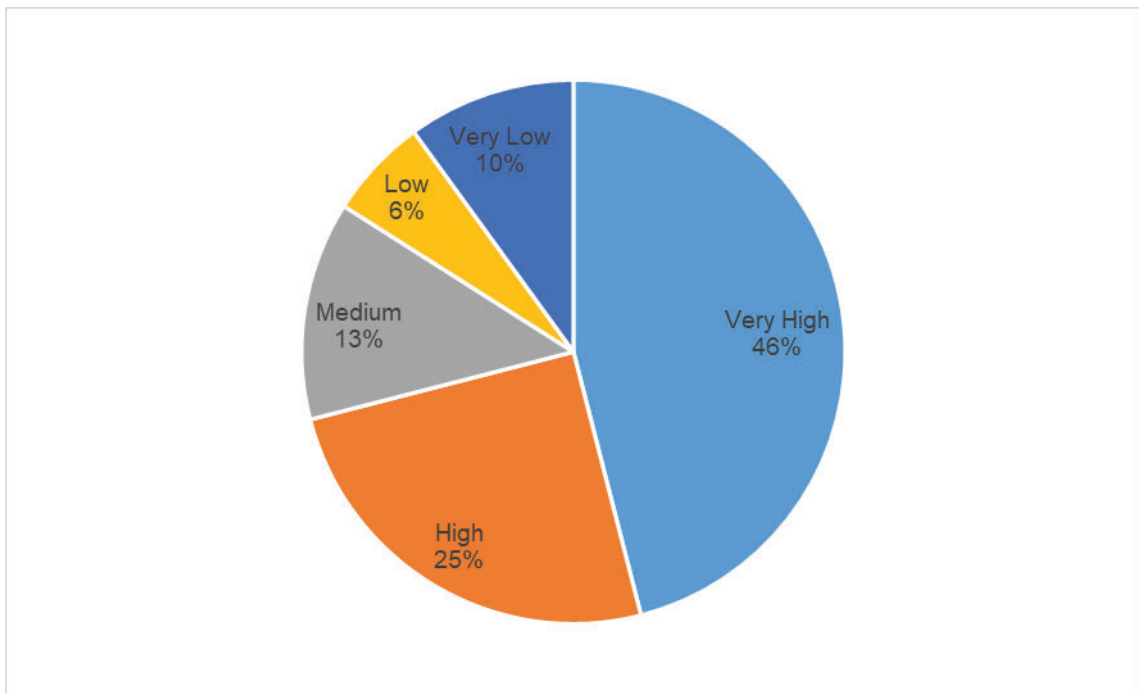


Figure 12:1: How important is this theme to you?

12.2 Summary of comments on Decarbonising Transport

- 12.2.1 Of the 94 respondents to the survey, 50 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, over half provided comments, and a summary of these is provided below.

Mobility theme

- the theme of Decarbonising Transport is essential (9)

Role of electric vehicles

- reducing the number of vehicles on the road is critical and the use of electric vehicles will not be the solution to that (10)
- electric vehicles are not the solution to reducing car dependency as electric vehicles do not reduce congestion plus tyre and brake dust pollute land and rivers whilst the production and recycling of batteries is an environmental issue (3)
- concern around the range an electric car has compared to the that of a petrol / diesel car and the resultant 'range anxiety' (4)

Infrastructure

- lack of charging facilities in the SEStran area which discourages people from making the change to an electric vehicle (4)
- need for more electric vehicle charging sites available for the public with enough to prevent queuing at charging points (6)
- any charging infrastructure should not take space away from the width of the pavements (2)

Rural issues

- the roll out of electric vehicles will be more difficult for those in rural areas due to the lack of charging infrastructure (2)
- rural areas have a longer commute and many electric vehicles cannot travel the same distance as internal combustion engine vehicles on one charge (1)

Cost

- the consequential cost of decarbonising transport should not have a knock on effect on the cost for the user (1)
- electric vehicles are very costly to purchase and run due to the need to install charging infrastructure (4)

Active travel

- priority should be given to replacing car journeys with walking, cycling or travelling by public transport, with electric vehicles being a second priority (3)
- active travel should be the priority and more funding should be made available to improve active travel infrastructure (1)

Public transport

- not enough is being done to expand the number of electric or hydrogen buses across the SEStran area (1)
- electrification of the rail network has been shown to reduce carbon emissions (1)

Hydrogen

- need investment in hydrogen as an alternative fuel to electricity and this should be a focus at all levels of government (1)

13 Chapter 13 – Facilitating Efficient Freight Movement and Passenger Travel

13.1 How important is this theme to you?

- 13.1.1 Respondents were asked how important the theme Facilitating Efficient Freight Movement and Passenger Travel is, with the conclusions shown in Figure 13:1.
- 13.1.2 From the graph, **60% (n=60)** noted that they feel the theme is considered to be 'Very High' or 'High' importance.

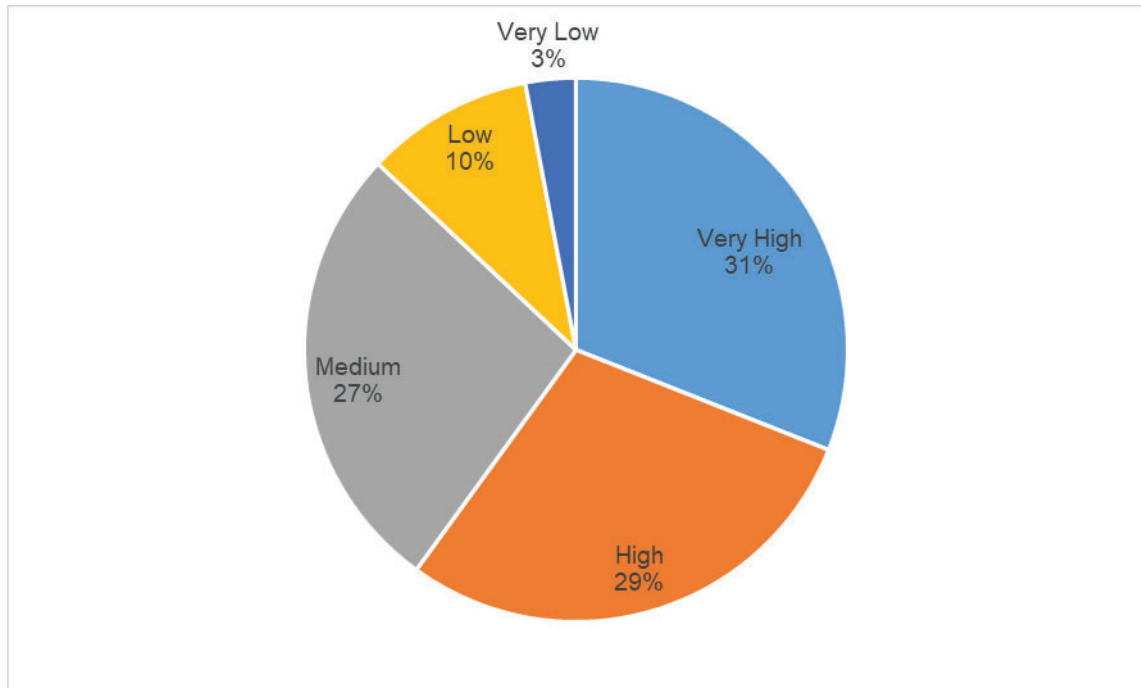


Figure 13:1: How important is this theme to you?

13.2 Summary of comments on Facilitating Efficient Freight Movement and Passenger Travel

- 13.2.1 Of the 94 respondents to the survey, 31 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, a minority provided comments, and a summary of these is provided below.

Road network

- there needs to be road widening at bottlenecks on the routes which are used by timber lorries (1)
- more work to be done by local authorities to alleviate congestion where the road is reaching capacity with a focus on not creating more congestion due to reallocation of road space (1)
- reallocation of road space should consider prioritising freight, commercial and passenger services along certain routes (2)

Public transport

- need a target to ensure that all the train lines in Scotland should be dualled rather than single track like on some of the rail lines (1)
- widespread electrification of the rail and freight network (1)

Freight

- more, high quality rest stops introduced for haulage drivers like there are in Europe (1)
- a missed opportunity to move freight by rail or by sea which could reduce the number of large HGVs on the road (3)
- Edinburgh South Suburban Line could be used for the movement of freight and passengers (1)

Air travel

- no mention of the emissions produced by aircraft and air travel nor how this mode of travel is going to be decarbonised (1)

14 Chapter 14 – Working Towards Zero Road Deaths and Serious Injuries

14.1 How important is this theme to you?

14.1.1 Both organisations and members of the public were asked how important the theme of Working Towards Zero Road Deaths and Serious Injuries is to them. The results are presented in Figure 14:1.

14.1.2 **Over half (n=52) responded saying that the theme has ‘Very High’ importance** while only 5% (n=5) in total noted that it has either a ‘Low’ or ‘Very Low’ importance.

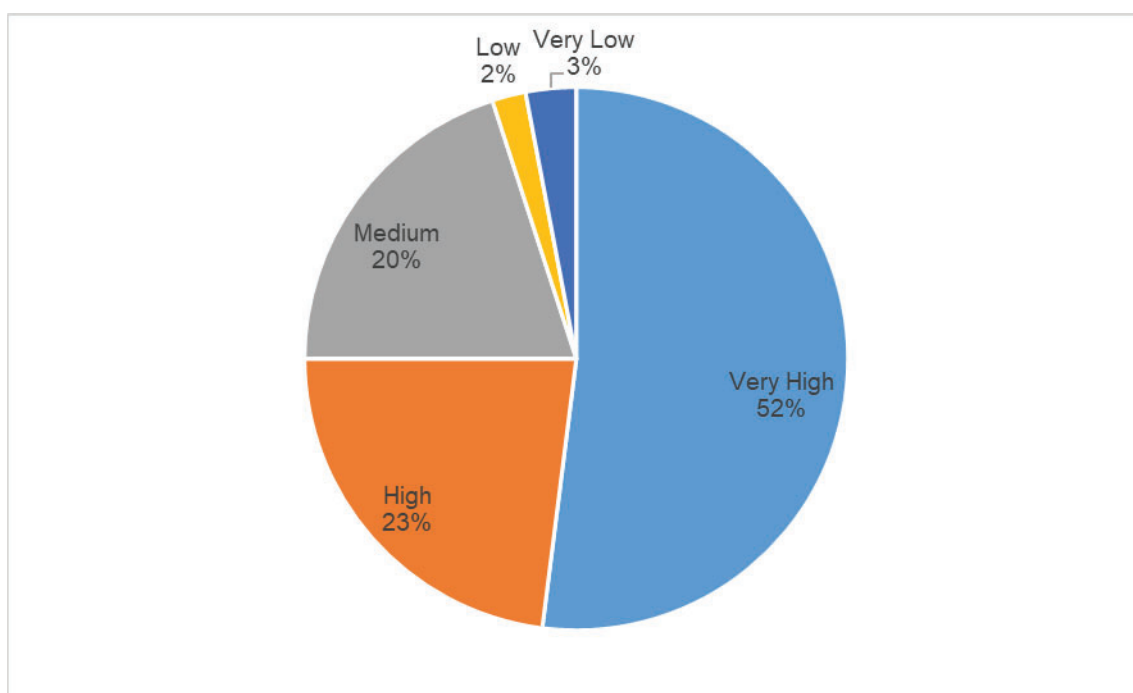


Figure 14:1: How important is this theme to you?

14.2 Summary of comments on Working Towards Zero Road Death and Serious Injuries

14.2.1 Of the 94 respondents to the survey, 39 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, a minority provided comments, and a summary of these is provided below.

Mobility theme

- the reduction of fatalities and injuries is a key priority of the RTS (4)

Active travel

- to achieve no deaths or serious injuries on the roads, there needs to be high quality walking and cycling infrastructure which is segregated from general traffic (3)
- a greater focus on e-scooters as a solution and their inclusion with active travel infrastructure (1)

- an increase in active travel and public transport provision will result in a natural reduction in the number of people being injured on the road network (2)
- experienced instances where there are cyclists who are travelling without a helmet or are not visible due to poor lighting and dark clothing (2)

Road network

- a removal of blind corners and a widening of roads at bottlenecks to make the roads safer for all users (2)
- signage on some rural roads is poor quality making travelling on rural roads more dangerous (1)
- high prevalence of speeding in some built up areas which makes walking dangerous and increases reliance on car use. 20 mph speed limits should be implemented within all built up areas (5)

Decarbonising transport

- decarbonisation of transport will save more lives due to the impact emissions have on people's respiratory system (1)

Enforcement

- a lack of legal enforcement of speed limits which does not discourage motorists from speeding, making the roads dangerous for all (3)
- penalties for speeding and reckless driving are thought to be insufficient (2)
- a lack of political will to crack down on the prevalence of speeding (1)

15 Chapter 15 – Reducing Car Kilometres

15.1 How important is this theme to you?

- 15.1.1 The respondents were asked how important the theme of Reducing Car Kilometres was to them, with the conclusions displayed in Figure 15:1.
- 15.1.2 From the graph, **55% (n=55) noted that the theme has 'Very High' or 'High' importance**, while 21% (n=21) believe it has 'Low' or 'Very Low' importance which is higher than previous themes.

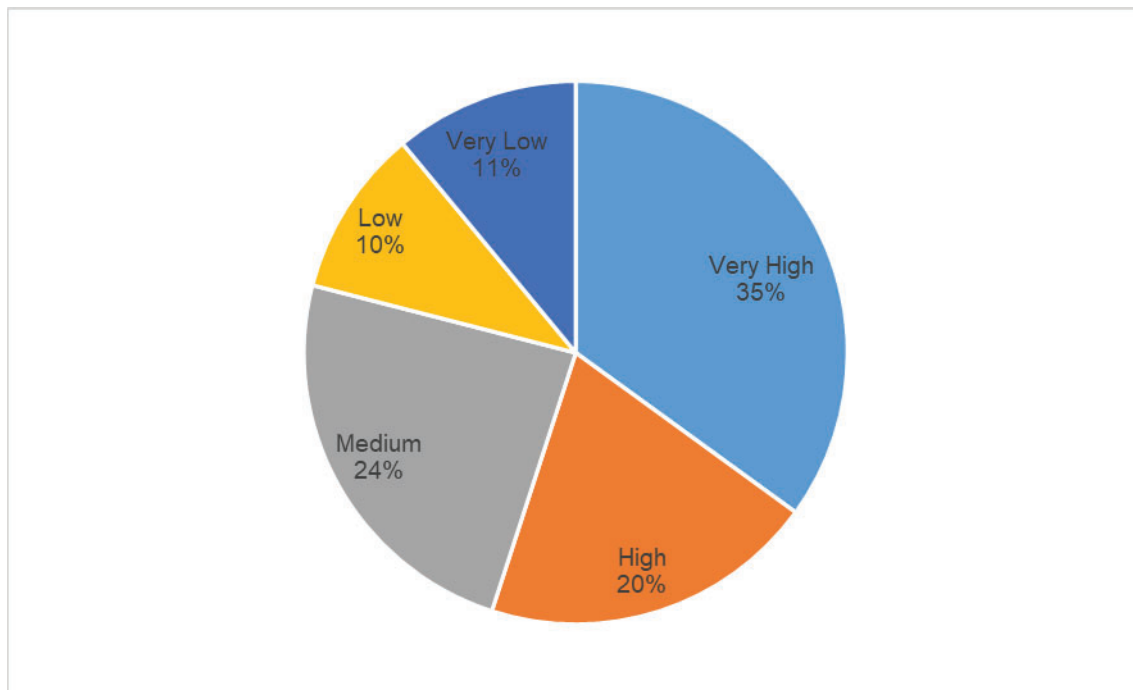


Figure 15:1: How important is this theme to you?

15.2 Summary of comments on Reducing Car Kilometres

- 15.2.1 Of the 94 respondents to the survey, 44 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, just under half provided comments, and a summary of these is provided below.

Mobility theme

- this is an important theme and should be considered a top priority within the RTS (10)

Public transport

- for there to be reduction in car kilometres there needs to be an improvement in public transport provision (2)
- express Park & Ride facilities are essential to reduce the number of vehicles on the roads along the arterial routes into the city - key to introduce more sustainable transport hub sites (2)
- the addition of new train stations on the rail network would encourage more people to travel this way rather than by car (2)

- until it is easy to make multi-stop journeys by public transport, people will continue to travel by car as it is more convenient for these trips (3)

Active travel

- improvement in walking and cycling infrastructure could reduce the number of people travelling by car as many active travel routes are unsafe (2)
- e-scooters would help to reduce the number of car kilometres which has shown to be successful within European countries for travelling short distances (1)

Rural issues

- need an improvement in rural public transport services to encourage a modal shift (1)
- this theme would be difficult to achieve for those who live in more rural areas (3)

Car use

- make it more expensive for people to travel by petrol / diesel cars to force people to switch to electric vehicles and increase patronage on public transport (1)

COVID-19

- more emphasis on the change in working behaviours as a result of the COVID-19 pandemic which has seen a dramatic shift to home and hybrid working (2)

16 Chapter 16 – Responding to the Post-COVID World

16.1 How important is this theme to you?

16.1.1 Respondents were asked how important the theme of Responding to the Post-COVID World is to them with the results presented in Figure 16:1.

16.1.2 From the graph, **50% (n=50) noted that it has 'Very High' or 'High' importance** while 21% of respondents believe it is of 'Low' or 'Very Low' importance.

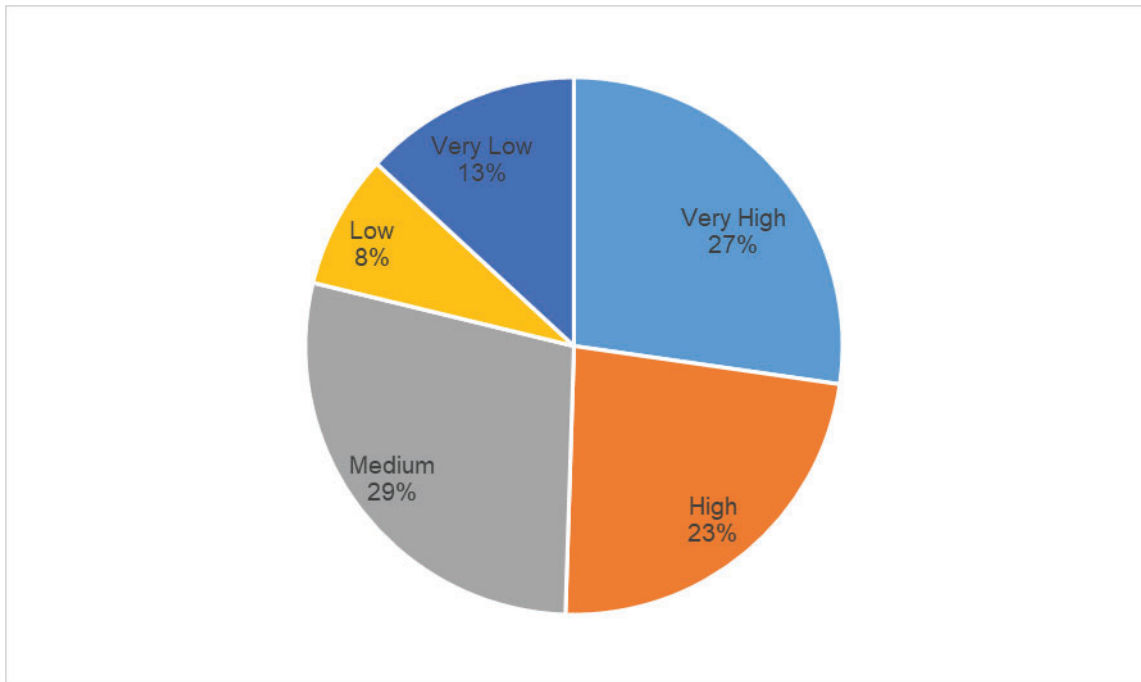


Figure 16:1: How important is this theme to you?

16.2 Summary of comments on Responding to the Post-COVID World

16.2.1 Of the 94 respondents to the survey, 35 provided an open-ended response on the mobility theme. **The majority of respondents think that this mobility theme has a high importance.** Furthermore, a minority provided comments, and a summary of these is provided below.

COVID-19

- post-COVID life is still to be determined as we are still living with restrictions which is preventing people from being able to travel and work in the way they want or did previously (6)

Working from home

- working from home and hybrid working cannot be lost after all restrictions are lifted as this has resulted in less journeys being made (5)
- greater investment in local areas needed to support the increased number of people working from home and therefore requiring local amenities and services (1)

- there are still a large number of companies and businesses who are not adopting a hybrid working environment and therefore there needs to be time to allow for new travel patterns to become established (1)

Public transport

- there has been a significant reduction in bus patronage during the pandemic which needs to be reversed to achieve any reduction in congestion (1)
- need more focus on light rail rather than buses as this allows for more personal space while travelling (1)

Active travel

- the pandemic revealed the demand for active travel and the transport network needs to reflect these changes to encourage more local travel by walking or cycling (1)
- inclement weather is mentioned within this chapter, and this is a key factor in people deciding to cycle or walk rather than travel by car or public transport (1)

17 Chapter 17 – Spatial Strategy

17.1 Do you agree or disagree with the themes in the Spatial Strategy?

17.1.1 The public and organisations were asked their opinion on the themes of the Spatial Strategy, with the responses outlined in Figure 17:1.

17.1.2 **52% (n=52) noted that they agree with the themes** while 32% (n=32) do not have a strong opinion on the themes by saying they neither agree nor disagree.

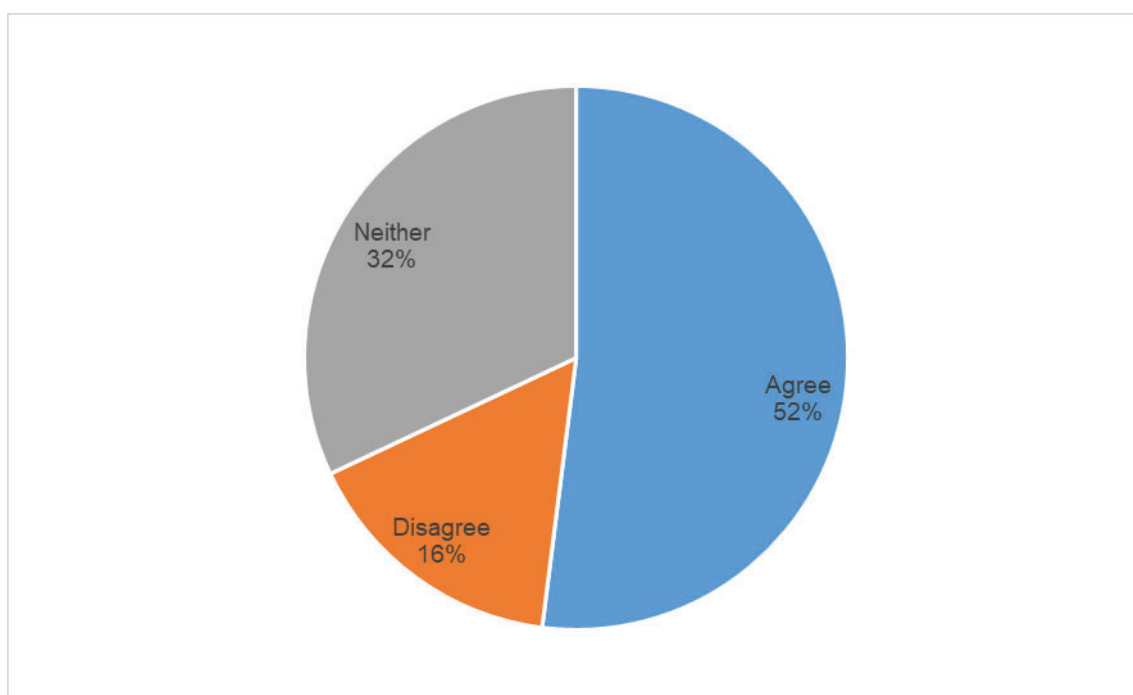


Figure 17:1: Do you agree or disagree that these themes provide an appropriate focus?

17.2 Summary of comments on the Spatial Strategy

17.2.1 Of the 94 respondents to the survey, 32 provided an open-ended response on the Spatial Strategy. **The large majority of respondents did not disagree that these themes provide an appropriate focus.** However, a minority did provide comment, and a summary of these comments is provided below.

Spatial strategy

- this is an important theme (4)

Movement

- a lack of recognition on the need for people to be able to move between places (1)
- people should be encouraged to car share to reduce the number of cars on the road but it is not practical in the current COVID-19 world (1)
- more encouragement to work from home as this would reduce travelling by less people commuting to work (1)

Short journeys

- the shorter journeys which are being taken by car are leading to the most congestion and will require a behavioural change (1)
- pleased that the short, within region journeys were being focused on (1)

Public transport

- better public transport connections could encourage people to travel by more sustainable modes rather than by private car (1)
- reopening of the Edinburgh South Suburban Line to passengers would allow for an alternative to the bypass (A720) as road widening will not resolve congestion (1)
- more orbital public transport routes needed which serve Midlothian to help reduce the high levels of deprivation in some areas (1)

Active travel

- requirement for dedicated cycle routes to enable people to travel by bicycle safely (2)
- the city centre is the most dangerous area for cyclists due to the high density of cars and there should be some restrictions implemented to prevent the high volume of cars (1)

Integration between modes

- the failure to connect active travel networks with public transport to create a multi-modal journey will encourage car use (1)
- need an integrated alternative to the car for there to be a reduction in the number of cars on the road (1)

Parking

- increasing the cost of parking within cities will not deter people from travelling into the city centre by car to access shops and other amenities (1)

Planning

- need more focus on infrastructure for new housing developments as currently the rapid growth in population is putting a strain on the road network (1)
- large-scale housing developments in Midlothian lack infrastructure to accommodate the associated increase in population (1)

18 Chapter 18 – Key Performance Indicators (KPIs)

18.1 Do you agree or disagree that the KPIs provide an appropriate means to monitor performance?

18.1.1 The respondents were asked whether they agree or disagree with the Key Performance Indicators (KPIs) and whether they are an appropriate means to monitor performance. The results are presented in Figure 18:1.

18.1.2 From the graph, **45% (n=45) stated that they agree with the KPIs**, while 16% (n=16) noted that they disagree and the remaining respondents neither agree or disagree with them.

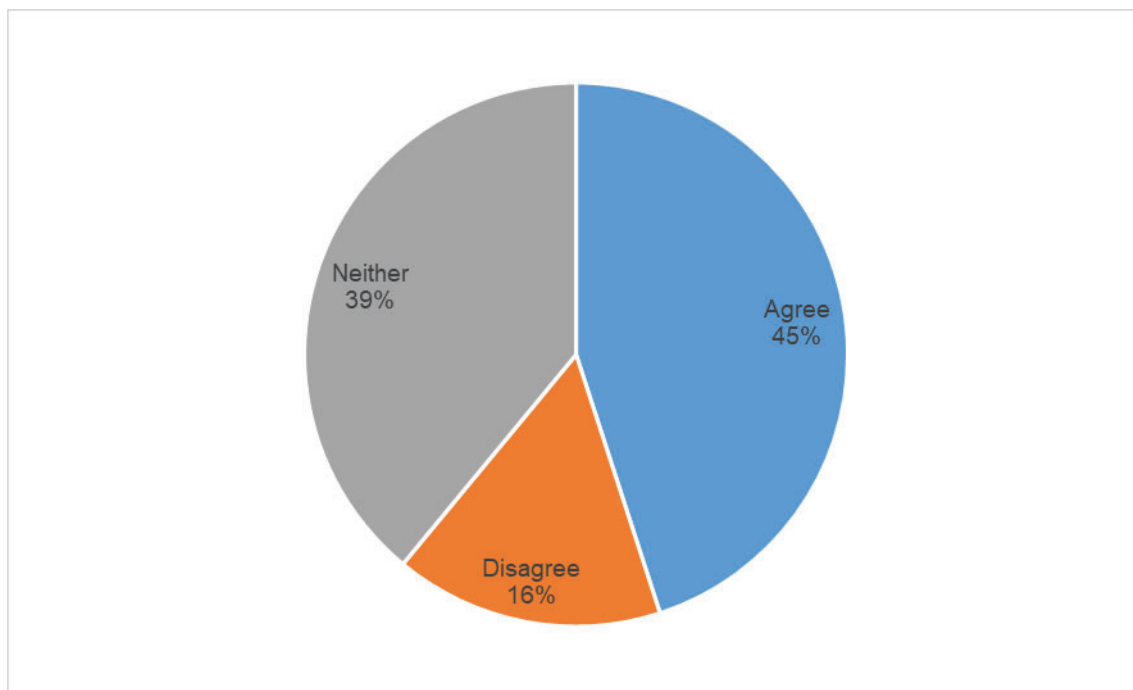


Figure 18:1: Do you agree or disagree that these KPIs provide an appropriate means to monitor performance?

18.2 Summary of comments on the Key Performance Indicators (KPIs)

18.2.1 Of the 94 respondents to the survey, 41 provided an open-ended response on the KPI chapter of the RTS. **Whilst the majority of respondents did not disagree with the KPIs**, around half did provide comment, and a summary of these comments is provided below.

KPIs

- Strategy 3 is the most useful way forward (1)
- most KPIs have been captured within the chapter (2)

Active travel

- Objective 2 should have a greater focus on tracking bicycle usage, especially when it is a mode of transport being used for some trips (2)
- there should be some measure of the percentage of houses within a local authority area which has safe, segregated cycle infrastructure (1)

- Objective 2 should include the number of schools which provide cycle training and the number of workplaces which promote active travel (2)

Public transport

- improving the bus service is one thing, the perception of poor services needs to be addressed (1)
- difficult to measure satisfaction as it is based on perception rather than a pre-determined measure (2)
- Objective 3 should include more measures of transport interchange usage and Objective 4 should reference bus/train journey time reliability and scheduling accuracy to determine whether the services are adequate (2)
- affordability of public transport should be included as a KPI (1)

Car use

- there should be measures on the average CO₂/bus passenger km, average car occupancy and average bus occupancy (1)
- need more monitoring of car movements with some clear targets set out to aim towards in terms of number of vehicles on the road. (1)

Equality

- no mention of equality data or travellers in the protected characteristics of the Equality Act 2010, which restricts what can be achieved within the document (1)

Air travel

- emissions from flights should be included within the total regional emissions value as currently they are missing (1)

19 Equalities

19.1 Overview

- 19.1.1 The respondents to the survey were given the opportunity to comment on the equalities assessment accompanying the draft RTS document and the summary of the responses are outlined below.

19.2 Summary of comments on Equality

- 19.2.1 Of the 94 respondents to the survey, 21 provided an open-ended response on the equalities assessment. **A minority did provide comment**, and a summary of these comments is provided below. **However, some respondents answered this question in relation to equalities references within the RTS itself.**

Equalities

- essential theme to be considered within the RTS (2)
- the EqIA has been done very well (1)
- need a stronger case for equalities as it is very important and cannot be disregarded by economic arguments (3)
- limited reference to equalities throughout the document and there is a lack of explanation of what is being proposed and how equality groups are going to be consulted on the strategy (1)

Active travel

- more safe and fun active travel infrastructure needs to be introduced (1)
- greater focus on the use of e-scooters and e-bikes throughout the document (1)

20 Strategic Environmental Assessment

20.1 Overview

- 20.1.1 The public and organisations were provided with the opportunity to comment on the Strategic Environmental Assessment accompanying the draft RTS document with a summary of the comments, grouped by theme, discussed below.

20.2 Summary of comments on the Strategic Environmental Assessment

- 20.2.1 Of the 94 respondents to the survey, 17 provided an open-ended response on the Strategic Environmental Assessment. **A minority did provide comment**, and a summary of these comments is provided below. **However, some comments extended beyond the scope of the Strategic Environmental Assessment.**
- this plays a key role and should be considered a priority (3)
 - an environmental assessment of using existing infrastructure should be provided to understand the environmental benefits (1)
 - there is no economic impact assessment (1)

21 Other comments on the Regional Transport Strategy

21.1 Overview

- 21.1.1 The survey concluded with a question on whether there were any other comments respondents wished to make on the draft RTS document. These responses are summarised and grouped by key themes below.

21.2 Summary of other comments

- 21.2.1 Of the 94 respondents to the survey, 36 provided an open-ended response to the overall document. **A minority did provide comment**, and a summary of these comments is provided below.

Climate change

- the strategy has no longevity as there is not enough reference to climate change and how it could evolve in the coming years (1)

Public transport

- much of the transport emissions come from journeys which are too far to cycle or have limited public transport available to use instead (1)
- a need for a rapid transit system between Livingston North Station, St John's Hospital, the centre and Livingston South Station - making it easier for people to travel within Livingston without a car (1)
- Borders Railway should be extended to Hawick and onward to Carlisle to improve accessibility to the Scottish Borders through public transport modes rather than relying on private car (1)

Car use

- a solution to reducing carbon emissions would be to encourage people to car share for longer journeys which could half carbon emissions (1)
- pavement parking is a real problem and there should be an online reporting system to allow for those doing it to be fined (1)
- illegal parking in general is a problem faced by all areas within the SEStran region, not just specific areas like Edinburgh and St Andrews (1)

Infrastructure

- the current condition of the roads and pavement are poor and if resolved travelling would be safer for all users (1)

Overall Document

- this is a very important document and it has been long overdue (1)
- a lot of great ideas within the RTS document which have the potential to make a massive difference to residents of the SEStran region (1)

- many of the issues which are outlined in the document are region-wide which will require a region-wide approach to resolve them so there needs to be a Scotland-wide approach to implement continuous provision across all regions (1)
- the whole document needs to be set within the overall context of decarbonisation, equalities and affordability (1)
- there is a lack of explanation of how anything will be achieved and the KPIs were also noted to not explain how targets will be met (1)
- more explanation on how these improvements are going to be funded (3)
- the document is too long (2)

22 Local Authority Responses

- 22.1.1 This section outlines general themes which emerged from the coding process undertaken on 'Local Authority' responses. It presents information on a thematic and respondent basis. Note the tables only provide an overview of the comments and do not include specific actions etc.
- 22.1.2 Overall, the various Local Authorities were supportive of the challenges and associated vision & objectives set out in the draft RTS; with many outlining how they reflected the current policy landscape and existing issues of the SEStran region. Furthermore, either via the implementation of 20-minute neighbourhoods, reallocation of road space, or implementation of Mobility Hubs, many Local Authorities were additionally supportive of measures which embedded sustainable transport within current / future development.
- 22.1.3 The Local Authorities also had positive views on the various public transport issues, policies and actions which were included within the RTS, with the focus on reinvigorating bus / train services via enhanced integration and removal of barriers to public transport to support the 20% car kilometres reduction targets and decarbonisation ambitions receiving particular support.
- 22.1.4 For counterbalance, the Local Authorities also raised some issues with the draft RTS – although these were in the minority and not reflective of the broadly positive support for the draft RTS. These issues included questions over how the associated policies and actions were to be delivered, the viability of applying the actions and policies within both urban and rural environments, the draft RTS's links to wider policy, and issues regarding a lack of focus on the integration of ticketing and data within the wider transport network.
- 22.1.5 An overview of the positive comments from each of the 'Local Authorities' can be found in Table 22:1. Equally, Table 22:2 outlines the main overarching issues.

Table 22:1: Main Positives (Local Authorities)

Local Authority	Main Comments
City of Edinburgh	<ul style="list-style-type: none"> • Transport Challenges & Problems: Agreed with the challenges set out in the user perspective and were generally fully supportive of measures aimed at reducing the need to travel and delivering modal shifts towards sustainable modes. • Vision & Objectives: Stated that the content of the objectives was appropriate, and that it covered all the key transport issues and challenges which the region currently faces. • Shaping Development and Place: Fully supported measures which embed sustainable transport provision into development. Were particularly supportive of 20-Minute Neighbourhoods. • Delivering Safe Active Travel: Fully supportive of measures which promoted active travel. • Enhancing Accessibility to Public Transport: Supportive of all policies contained within the theme, and aspirations to remove barriers to public transport. • Transforming and Extending the Bus Service: Were encouraged that the RTS firmly placed the role of buses at the centre of the strategy. • Reallocating Roadspace on the Regional and Local Network: Supportive of all measures which promoted active travel. • Delivering Seamless Multi-Modal Journeys: Supported "exciting" content within the section. Highlighted how the ambitious language reflected NTS2, NPF 4 and CMP. • Decarbonising Transport: Supportive of decarbonisation ambitions which are reflected within the CMP.

Local Authority	Main Comments
	<ul style="list-style-type: none"> • Facilitating Efficient Freight Movement and Passenger Travel: Supportive of freight consolidation centres in key locations and their implementation at key strategic locations. • Working Towards Zero Road Deaths and Serious Injuries: Outlined how it was a key consideration which needs continuing consolidation within the RTS. • Overview: <i>“Exciting and Engaging. The strategy encompasses all the expected main components of Transport Planning”</i>
Clackmannanshire	<ul style="list-style-type: none"> • Transport Challenges & Problems: General agreement with all the identified transport challenges and problems. • Vision & Objectives: Agree that the vision for the RTS broadly encompassed all the aspects which need to be considered and delivered over the RTS period. • Transforming and Extending the Bus Service: Transport Poverty mapping proved interesting. • Reallocating Road-Space on the Regional and Local Network: Agreed with the principles of theme, but acknowledged that it would be difficult to achieve due to strong local opposition. • Delivering Seamless Multi-Modal Journeys: Welcomed the development of Mobility Hubs. Referenced the Murray Square bus stance in Tillicoultry as a possible mobility hub. • Decarbonising Transport: Stated opportunity for regional collaborative approach across local authorities to implement the well-established policy. • Working Towards Zero Road Deaths and Serious Injuries: Referenced how the policy was already well-established. • Overview: <i>“In summary the approach and direction of the draft RTS is supported by Clackmannanshire Council.”</i>
East Lothian Council	<ul style="list-style-type: none"> • Transport Challenges & Problems: Supported the inclusion of the challenges, although acknowledged that they will need to be confronted in a unified approach. • Vision & Objectives: Supported the vision and objectives of the RTS, which aligned with the East Lothian Council Plan. • Shaping Development and Place: Agreed with the principles of place making, 20-minute neighbourhoods and shared mobility through journey hubs and Mobility as a Service (MaaS) concepts. • Delivering Safe Active Travel: Stated that the inter-regional active travel infrastructure linking key destinations is paramount in encouraging modal shift. • Enhancing Accessibility to Public Transport: Stated how the Council believed that fair fares are necessary across public transport to encourage patronage, which are equivalent to car-based transport costs. • Transforming and Extending the Bus Service: Welcomed the opportunity to improve bus journey times regionally and as part of the Midlothian Bus Alliance. • Enhancing and Extending Rail Services: Would welcome further discussions on enhancing rail provision services within the area. • Reallocating Roadspace on the Regional and Local Network: Supports the principles of re-allocating road space through evidence-based project development, technical justification, and public consultation. Also supports the parking management initiatives and application of sustainable travel hierarchy principles in the planning process. • Delivering Seamless Multi-Modal Journeys: Recognises the benefits of integration between modes and wishes to work with partners to provide point on various integration initiatives.

Local Authority	Main Comments
	<ul style="list-style-type: none"> • Decarbonising Transport: Welcome further talks in the regional context to evolve a unified approach to the development of electric vehicle infrastructure. • Facilitating Efficient Freight Movement and Passenger Travel: Accepts the principles of targeted infrastructure investment to augment sustainable growth, place making and infrastructure adaptation – particularly to expedite climate change mitigation. • Working Towards Zero Road Deaths and Serious Injuries: Supports the concept of demonstrable speed reduction measures and limits subject to stakeholder engagement and public consultation. • Reducing Car Kilometres: Recognises the ambition of national and regional transport partners and subscribes to the rationale to move from unsustainable single occupancy car use but also reflects that transport is derived from other sector activity, that the county is experiencing substantial growth, and that some of our communities are remote from PT networks, which compounds the simplicity of 20% direct reduction. • Responding to the Post-COVID World: Is aware of new ways of working and is looking to explore opportunities through enhanced digital connectivity, AI data collection and reduced trip making. • Overview: <i>“East Lothian Council supports the vision of the Regional Transport Strategy, which aligns with the East Lothian Council plan.”</i>
Falkirk	<ul style="list-style-type: none"> • Transport Challenges & Problems: Appreciated that the lack of ULEV was recognised for HGV freight movements. • Vision & Objectives: Stated that the vision reflected the national vision set out in NTS 2. • Shaping Development and Place: Hoped that the policies helped to deliver the Placemaking agenda. • Delivering Safe Active Travel: Stated that sustainable active travel was at the forefront of the Sustainable Travel Hierarchy contained in NTS 2. • Enhancing Accessibility to Public Transport: Highlighted that public transport should provide a viable and affordable alternative travel mode to the private car and for those members of the community who have little or no alternative mode of transport. • Reallocating Roadspace on the Regional and Local Network: Stated that to achieve the 20% reduction in car kilometres and to promote bus travel, the re-allocation of road space to reduce and limit road capacity for the private car is key. • Delivering Seamless Multi-Modal Journeys: Outlined that integration between modes is vital to achieve a reduction in car-based trips, and that any theme that underpins mobility hubs which will offer opportunities for multi-modal journeys is welcomed.
Midlothian	<ul style="list-style-type: none"> • Shaping Development and Place: Stated that focus on BPF will help the RTS achieve some of these objectives. • Overview: <i>“Welcome the approach to structuring the strategy and consider objectives to be very relevant in terms of focus on climate emergency, sustainability, behavioural change and transition from COVID-19 to a greener travel system and a safer travel network.”</i>
Scottish Borders	<ul style="list-style-type: none"> • Transport Challenges & Problems: Appreciated the inclusion of Problem 15 as a Problem. • Delivering Safe Active Travel: Fully supportive of the role of active travel. • Enhancing Accessibility to Public Transport: Highlighted support for issues around forced car ownership. • Transforming and Extending the Bus Service: Welcomed references to BSIP and franchise models.

Local Authority	Main Comments
	<ul style="list-style-type: none"> • Enhancing and Extending Rail Services: Supported opposition against reduction of rail services / frequencies. • Delivering Seamless Multi-Modal Journeys: Agreed that 'Hubs' concept is scalable and fully supportive of MaaS initiatives and wider actions contained within the chapter.
West Lothian	<ul style="list-style-type: none"> • Transport Challenges & Problems: Stated that the identified transport challenges and problems are wide ranging and reflect current urban and rural type transport and travel issues. • Vision & Objectives: Outlined that the vision encapsulates the key expected elements of a strategy of this nature, with the four strategy objectives providing clear links to societal outcomes and wider policy changes. • Enhancing Accessibility to Public Transport: Highlighted that the theme was very important, with the policies and actions outlined in this theme being beneficial. • Transforming and Extending the Bus Service: Broad support for policies and actions which will support and encourage operators to enhance and extend the bus service. • Delivering Seamless Multi-Modal Journeys: Support for the expansion of mobility hubs within the region. • Facilitating Efficient Freight Movement and Passenger Travel: Outlined that measures and initiatives which help with "last mile / first mile" deliveries could have significant contributions to reducing HGV/LGV movements within town and village centres. • Working Towards Zero Road Deaths and Serious Injuries: Stated that through other key themes this will improve further through improvements in road space, reductions in car journeys etc. • Overview: <i>"The draft RTS is presented in an easy to read format and contains helpful and meaningful data and case study examples. The draft RTS is aspirational and outlines the transport challenges faced by the South East of Scotland."</i>

Table 22:2: Main Issues (Local Authorities)

Local Authority	Main Comments
City of Edinburgh	<ul style="list-style-type: none"> • The importance of using engaging language and more graphics to make the RTS more concise and engaging to readers. • Further alignment with NTS2, STPR2, draft NPF4 and CEC CMP & Draft CP. • Emphasis on using more significant languages such as 'transforming'. • Taking cognisance of, and explicitly stating, CEC target of 30% reductions in car use. • KPI/targets need to be smarter, and more action focused. They should tie back to objectives. • RTS gives mixed messages around car travel, some of which are contradictory to local and regional ambitions to reduce car use. • Regional tram should feature more prominently. Believe it should have its own separate theme. • Needs to be updated to accurately reflect that CEC is already working with Transport Scotland on a Strategic Business Case to expand the tram network in Edinburgh. • A720 issues are well documented and interventions are required. Focus on demand control/deterrents rather than additional capacity.
Clackmannanshire	<ul style="list-style-type: none"> • More focus on demand management within problems and policies. • More references to links between planning and transport issues (especially car dependency).

Local Authority	Main Comments
East Lothian Council	<ul style="list-style-type: none"> • Stated the importance of infrastructure first approaches to achieve car reduction targets. • Greater work / clarity around the impact of EV infrastructure on new housing development, retrofitting existing public space and wider impacts upon the power network. • To endorse the RTS with the following caveats: <ul style="list-style-type: none"> – That any policy amendments that change the nature of the partnership, increasing their scope or functions of statutory duties must be considered by East Lothian Council. – That all project and programmes are developed appropriately with sound business cases and financial support provided to East Lothian Council from appropriate government funding sources linked to an overriding presumption of 'Infrastructure First'.
Falkirk	<ul style="list-style-type: none"> • No major issues.
Midlothian	<ul style="list-style-type: none"> • Reinforce the importance of the RTS in the development of LDPs and the development of related policies. RTS's role should be more clearly stated.
Scottish Borders	<ul style="list-style-type: none"> • There needs to be support for the development / delivery of the Borders Railway extension, improvements on the existing line and action to maximise the integration of Reston Station into the East Coast mainline. • There needs to be more differentiation between urban and rural. • RTS needs to acknowledge the important linkages of the region – provide important opportunities for the SEStran regions and Scottish Borders. • There should be more emphasis on the correlation between good transport and good digital connectivity. • More emphasis on increasing public confidence in public transport • There is a lead role to play in behavioural change and public education to support sustainable transport choices to help deliver the Strategy vision. • 'Vision' and 'Objectives' need to have clear alignment with NTS2. • The links back to the Strategy 'Vision' and 'Objectives' needs to be clearly articulated throughout the document: <ul style="list-style-type: none"> – The core linkages seem to get too lost in each section to accurately define how the actions will help deliver the strategy objectives. – There also needs to be clear and measurable outputs for each action so that they are quantifiable and link to the Monitoring and Evaluation section of the Strategy. – There are a number of actions within the draft Strategy without clarity on ownership, how they will be funded, delivered or programmed. • RTS needs to be shortened.
West Lothian	<ul style="list-style-type: none"> • Within the strategy there is no reference to funding and resources for the interventions suggested. Appreciating that the strategy is about setting out the route map for the coming years and is extremely important in that regard, without significant cash investment the strategy will under deliver.

22.1.6 Table 22:3 outlines responses / comments which are specific to the thematic sections of the RTS and reference suggested changes to the final RTS document. Note, there may be some overlap with Table 22:2.

Table 22:3: Local Authority Thematic Responses

High Level Theme	Actions / Responses
Transport Challenges and Problems	<ul style="list-style-type: none"> • Additional focus on other perspectives within user problem approach: • Touch on place, climate change, economic perspective etc. (CEC & Fife) • Lack of balance between the needs of all users – present and future (e.g. impact of climate change on young people) (Fife)

High Level Theme	Actions / Responses
	<ul style="list-style-type: none"> Regional / rural perspective (Scottish Borders) No focus on integrated ticketing within problems (CEC) Conflict between respective authority policies / characteristics (CEC & Scottish Borders) Greater focus on climate change within section (Fife) No mention of demand management / link to planning (Clackmannanshire / Fife) The language used in the problem statements is too moderate (CEC)
Vision	<ul style="list-style-type: none"> Shortening of vision statement (Fife) Inclusion of additional themes (Scottish Borders) Greater link to planning / related policy (Midlothian)
Objectives	<ul style="list-style-type: none"> Amendment of language (CEC) Objectives run the risk of appearing to give the impression that changing to electric vehicles is the solution (Clackmannanshire) Links to planning, demand management and freight within objectives (Clackmannanshire) A diagram to map out how the problems, vision, objectives and themes interrelate. (Fife) Additional objectives relating to inclusive growth / just transition Greater link to planning / related policy (Midlothian)
Shaping development and place	<ul style="list-style-type: none"> Emphasis on section having better relation to planning and guidance on how planning applies concepts (CEC, Clackmannanshire & Scottish Borders). Application of concepts to existing developments. Clearer definitions of concepts such as TOD. Better links to national policy such as NPF4 etc. Other amendments to phrasing, language etc.
Delivering safe active travel	<ul style="list-style-type: none"> Focus on behaviour change. (Scottish Borders) Other minor amendments and inclusion of external active travel projects & policies. (Clackmannanshire / Scottish Borders)
Enhancing access to public transport	<ul style="list-style-type: none"> Changes to language / clarification of certain policies. (CEC, Clackmannanshire, Fife & Scottish Borders) Focus on digital connectivity and wider behaviour change initiatives. (Scottish Borders)
Enhancing and extending the bus service	<ul style="list-style-type: none"> Changes to language. (CEC) Questions over how policies would be delivered. (Clackmannanshire / Fife & Scottish Borders) Urban-rural Issues, specifically the application of bus priority measures and DRT services in the rural context. (Clackmannanshire / Fife & Scottish Borders) Behaviour change leadership role of SEStran. (Scottish Borders) Inclusion of external data sources, including Workforce Mobility Report & Scottish Access to Bus Indicator. (Scottish Borders)
Enhancing and extending rail services	<ul style="list-style-type: none"> Inclusion of tram as standalone chapter. (CEC) Specific reference to other local potential train interventions / appraisals. (Fife, ELC & Scottish Borders) Impact of COVID-19 on future approaches to mode shift aspirations. (Scottish Borders)
Reallocating roadspace on the regional network	<ul style="list-style-type: none"> Stronger focus on the prioritisation of road space as a thread throughout the RTS. (Midlothian) More references to the role of the RTS shaping the development of LDPs and related policies. (Midlothian)
Delivering seamless multi-modal journeys	<ul style="list-style-type: none"> Urban-Rural differentiation, specifically: (Scottish Borders) Costs of buses. Ability of bus to provide solution for all journeys.

High Level Theme	Actions / Responses
	<ul style="list-style-type: none"> • Delivery of DRT services. • No reference to integrated ticketing. (CEC) • Lack of integration for transport provider data. (CEC & Scottish Borders) • More emphasis on enabling bikes to be brought onto public transport. (Fife & Scottish Borders) • Delivery and funding of schemes, including the need to highlight other funding streams as possible avenues for delivery (e.g. Levelling Up Fund). (Scottish Borders)
Decarbonising transport	<ul style="list-style-type: none"> • No mention of e-bikes infrastructure. (Clackmannanshire) • Urban-Rural variations in the provision / funding model of EV infrastructure. (Scottish Borders) • Also provide case study for delivery model.
Facilitating efficient freight movement and passenger travel	<ul style="list-style-type: none"> • Requests for specific freight options / interventions to be mentioned within RTS. (CEC & Fife) • Impact of small freight couriers on 20% target. (Clackmannanshire) • Focus on behaviour change to remove congestion hotspots. (Scottish Borders) • More focus on mobility hubs for passenger travel. (West Lothian)
Working towards zero road deaths and serious injuries	<ul style="list-style-type: none"> • Alignment with Council policy interventions, including School Travel. (CEC) • Clarification on delivery of schemes. (Scottish Borders & Falkirk) • Greater focus on infrastructure first delivery approach to achieving wider goals. (ELC)
Reducing car kilometres	<ul style="list-style-type: none"> • Incorporation of CEC 30% reduction target. (CEC) • More focus on links to planning and demand management. (Clackmannanshire & Fife) • Urban-Rural variances and application of targets / related initiatives across SEStran region (Scottish Borders & Clackmannanshire) • Delivery of behaviour change initiatives (Scottish Borders & West Lothian)
Responding to the post-COVID world	<ul style="list-style-type: none"> • Using COVID-19 as an opportunity to change travel habits (CEC & Fife) • Outline how there is a reliance on planning to react to / change behaviour (Clackmannanshire) • SEStran leadership role in changing behaviours (Scottish Borders)
Spatial Strategy	<ul style="list-style-type: none"> • Various amendments to text, images & content. (All) • More links to NPF4 and it's ambitions to prevent further suburbanisation along travel corridors (Scottish Borders)
Monitoring	<ul style="list-style-type: none"> • Joined up approach to data collection / clarity on baselines. (CEC) • Define main modes of travel and reasoning for doing so. (Clackmannanshire) • Greater focus on town centres etc. for 20mph monitoring (ELC) • Alignment of monitoring with other RTSS. (Falkirk) • No linkages to objectives / starting baseline. (Scottish Borders) • Additional KPIs for specific projects and initiatives. (WLC)
Statutory Assessments	<ul style="list-style-type: none"> • Languages around Equality Act. (Clackmannanshire) • Disproportional impact of climate change on children. (Fife)
Other	<ul style="list-style-type: none"> • Overview of main issues (CEC): • The importance of using engaging language. • Further alignment with NTS2, STPR2, draft NPF4 and CEC CMP & Draft CP. • Taking cognisance of, and explicitly stating, city target of 30%. • RTS gives mixed messages around car travel, some of which are contradictory to local and regional ambitions to reduce car use. • Regional tram should feature more prominently / believe it should have its own separate theme. • A720 issues are well documented / intervention is required. Focus on demand control/deterrents rather than additional capacity

High Level Theme	Actions / Responses
	<ul style="list-style-type: none"> • Question how many policies can be realistically implemented. Also request a specific and detailed action plan indicating responsibilities and timeframes. (Fife) • No reference to funding and resources for the interventions suggested (WLC)

23 Other Stakeholder Responses

- 23.1.1 This section outlines general themes which emerged from the coding process undertaken on 'Other Stakeholder' responses. It only presents information on a thematic basis. Note, the table provides an overview of the comments and does not include specific actions etc.
- 23.1.2 Table 23:1 outlines responses and comments which are specific to the thematic sections of the RTS and relate to information within their corresponding sections. Thematic sections without any responses have been removed.

Table 23:1: Other Stakeholder Thematic Responses

High Level Theme	Main Comments
Transport Challenges and Problems	<ul style="list-style-type: none"> • Minor changes to language (Public Health Scotland) • Focus on new developments within the identified challenges – how does it address existing communities and wider built environment? (Tactran)
Shaping development and place	<ul style="list-style-type: none"> • Terms such as TOD are confusing and require definition – also require substantive policies to ensure that aspirations are delivered (e.g. minimum density requirements). (Public Health Scotland) • Various changes to language to ensure consistent link with wider policy. (SG Planning)
Enhancing and extending the bus service	<ul style="list-style-type: none"> • Lack of connections to new Rural Skills Academy at Musselburgh and emphasis on the need for DRT services to be joined up. (Midlothian Community Planning Partnership)
Improving integration between modes	<ul style="list-style-type: none"> • Urban-Rural divide for car clubs and shared transport – more expensive in the urban setting. (Midlothian Community Planning Partnership) • MaaS only successful if it is cross-boundary. (Tactran)
Reducing car kilometres	<ul style="list-style-type: none"> • Additional demand management controls are required. (Midlothian Community Planning Partnership) • An evidence base which only focuses on SEStran region is a missed opportunity for the development of cross-boundary, integrated schemes which solve regional problems. (Tactran) • Extension of corridors to become inter-regional. (Tactran)

24 Summary of Key Themes

24.1 Overview

- 24.1.1 Below is a summary of the key themes which have evolved from the public engagement and in the feedback from stakeholders. These have formed the basis of the changes made to the RTS in response to the feedback received through the engagement. Exactly how each issue has been responded to is set out in a separate 'Comments Matrix' which is attached as Appendix A. This outlines the various changes which were applied to the draft RTS following the consultation analysis exercise and in the preparation of the final RTS.

Rural Issues

- 24.1.2 Various respondents stated that there needed to be better differentiation between urban and rural areas within the RTS. This included application of / reference to:

- Rural Bus Services, DRT & Bus Priority Measures
- Transit Orientated Development and 20-Minute Neighbourhoods
- 20% car kilometre reduction targets
- EV Infrastructure
- Digital Connectivity

Delivery & Option Referencing

- 24.1.3 A common theme was respondents questioning how the various policies were to be funded / delivered. This also links back to the 'Urban-Rural' issue above.
- 24.1.4 Requests for proposals to be specifically mentioned within the RTS were also raised. These schemes included proposals which are currently subject to appraisal processes.
- 24.1.5 In particular, the expansion of the rail network, particularly in the Scottish Borders, was noted to be a solution to reducing car kilometres and the associated carbon emissions. The extension of the Borders Railway to Hawick and onward to Carlisle was highlighted as a key project which would see more connectivity in the region. Additionally, there is an aspiration to connect this line with the East Coast Mainline and the West Coast Mainline to create east-west movements.
- 24.1.6 The reopening of the Edinburgh South Suburban line to passengers was also suggested as a project which could aid the movement of people into and out of the capital while reducing the number of cars on the road and congestion.

Enhanced Links to Policy

- 24.1.7 Respondents outlined that the RTS needed to have better links to local / national policy and wider reports. Specifically, this included:
- **National Policy:** NTS2, NPF4, STPR2
 - **Local Policy:** Various CEC Policies
- 24.1.8 In particular, there needs to be clear links between the RTS Vision and Objectives and those of NTS2.

Better Emphasis on Links to Land-Use Planning & Demand Management

24.1.9 It was outlined that the RTS needed to make more references to planning. Specifically, this included:

- Better articulation of the link between land use planning and transport problems
- The role of the RTS in informing the development of LDPs and related policies
- Questions regarding how the RTS would solve challenges within the existing built environments (links to the 'Delivery' issue)
- How the RTS influences planning processes to implement these policies (links to the 'Delivery' issue)
- Infrastructure first approach
- Limited references to Demand Management

Mass Transit

24.1.10 CEC requested that regional tram should feature more prominently within the RTS, stating that it should have its own separate theme whilst others highlighted aspirations for their own mass transit interventions.

24.1.11 With Mass Transit featuring in both STPR2 and NPF4 – and various respondents highlighting the need for enhanced links to policy – it would be pertinent to place a greater emphasis upon mass transit within the SEStran region.

Public Transport Services

24.1.12 It was mentioned by many individuals that there needs to be an improvement in public transport services for there to be a modal shift away from travelling by car. In particular there was reference to an increased frequency of bus and rail services to enable more people to access them. There was also a request to extend the operating day of many services to later in the evening and more on weekends.

Electric Vehicles

24.1.13 It was mentioned by many respondents to the public survey that there is too much focus on electric vehicles as an alternative to petrol/diesel cars or vans as they do not solve the issue of too many cars on the roads or a reduction in car kilometres.

24.1.14 Additionally, it was noted that there is a lack of charging infrastructure, and the cost of electric vehicles are still too expensive for some which create barriers to making the transition to electric vehicles.

Integrated Transport Network

24.1.15 Many individuals and organisations from the public survey highlighted that there is a severe lack of integration between public transport modes and again with the active travel network. It was suggested on multiple occasions that train stations should become transport hubs, with a bus service which is coordinated with the arrival and departure of trains.

24.1.16 It was also mentioned that both trains and buses need to provide space for bicycles to allow for cyclists to make a multi-modal journey.

Appendix A Comment Matrix

A.1 Overview

A.1.1 Table A:1 details the themes identified from the comments and outlines how these were addressed within the final RTS.

Table A:1: Comment Matrix

Comment	Response
Urban-Rural Differentiation: Context of Problems & Mobility Themes and application of Policies & Actions within both Urban and Rural environments	<ul style="list-style-type: none"> • SG Urban-Rural Classification and associated commentary added to Context Section • Reference to parking being a different kind of problem across the SEStran region in Defining Transport Problems Section • Discussion of how TOD / 20-minute neighbourhoods will be applied in different ways in urban and rural environments in Shaping Development and Place Section (NPF 4) <ul style="list-style-type: none"> – Policy 6D adapted to reflect this • Specific reference to bus congestion in urban areas in Transforming and Extending the Bus Service Section • Outline how bus priority may not be applicable on rural routes and thus should only be applied where appropriate in Transforming and Extending the Bus Service Section • Reference to problems running rural bus services in current climate of declining demand in Transforming and Extending the Bus Service Section <ul style="list-style-type: none"> – New policy created as a result: 8I • Actions within Delivering Seamless Multi-Modal Journeys Section adapted to reflect urban-rural dimensions • Acknowledgment that there will be regional variations in the delivery of carbon reduction within the SEStran area throughout RTS • Reference to how the draft EV strategy specifically focuses on how the public charging network is incorporating private development / ownership, while maintaining access for all through partnerships between the public and private sectors in Decarbonising Transport Section. <ul style="list-style-type: none"> – Alterations to Policy 13C reflect these changes • Changes to Policy 15C • Reference to digital connectivity in Reducing Car Kilometres Section • Recognition that cars are necessary for rural population, and aim is not to reduce mobility / links to Urban-Rural 20% commentary in Reducing Car Kilometres Section
Delivery & Option Referencing	<ul style="list-style-type: none"> • New Chapter 18 created which outlines approach to delivery. Includes: <ul style="list-style-type: none"> – The inclusion of Policy 18A – Creation of two new actions
Enhanced Links to Policy	<ul style="list-style-type: none"> • NPF 4 & STPR2 referenced / explored within Context section • Liveable Neighbourhoods included within Objectives / Vision Section • Table 4.1 outlines links between Strategy Objectives and NTS 2 Priorities in Vision & Strategy Objective Section • Reference to Transit Orientated Development and 20 Minute Neighbourhoods in Shaping Development and Place Section • Greater emphasis on links to wider policy (such as NPF 4) in Shaping Development and Place Section • Commentary on NPF4 / NTS 2 links to planning system and transport planning within Shaping Development and Place Section. • More references to Sustainable Transport Hierarchy and Sustainable Investment Hierarchy throughout the RTS, including the Shaping Development and Place Section <ul style="list-style-type: none"> – Reflected in addition of Policy 6A and changes to Policy 13B • Draft EV Vision Strategy commentary within Decarbonising Transport Section, including the changing approach to charging infrastructure delivery

Comment	Response
	<ul style="list-style-type: none"> • Route Map commentary within Reducing Car Kilometres Section • Inclusion of CEC 30% target as example of urban-rural difference in achieving the overall 20% target • Reference of NPF 4 application of 20-minute neighbourhoods in Shaping Development and Place Section (definition in Glossary also adapted from NPF4)
Better Emphasis on Links to Land-Use Planning & Demand Management	<ul style="list-style-type: none"> • Parking outlined to be issue for SEStran region in Transport Challenges in the Region Section, with the impacts varying in extent across the region. • Emphasis on land use planning decisions impacting sustainable transport objectives in Shaping Development and Place Section • Text added about how Transit Orientated Development and 20 minute neighbourhoods can be applied in existing and new developments in Shaping Development and Place Section • Outline of how the RTS is vital in translating NPF 4 concepts into LDPs / discussion about link between land use planning and transport planning in Shaping Development and Place Section <ul style="list-style-type: none"> – New policies created to reflect the above points: Policy 6A & 6B – New Action created to reflect the above points: <ul style="list-style-type: none"> o “SEStran to engage with Local Authorities during the development of Local Development Plans on transport planning matters” • Commentary on the need to implement Demand Management measures in tandem with wider behaviour change interventions <ul style="list-style-type: none"> – Addition of Policy 13C and associated action – Addition of Policy 16G – Action amended to reference Transport Scotland Route Map
Referencing of Mass Transit	<ul style="list-style-type: none"> • Specific reference in Transforming and Extending the Bus Service chapter. • Reference to Edinburgh & South East Scotland Mass Transit network added to Enhancing and Extending Rail Services Section <ul style="list-style-type: none"> – Policy 10G updated to incorporate the above action – Also adapted action: <ul style="list-style-type: none"> o Undertake appraisal and business case development for an Edinburgh & South East Scotland Mass Transit system including new light rail and tram links within the region.
Public Transport Services: Various	<ul style="list-style-type: none"> • Proposed changes and improvements to the bus services are contained within Transforming and Extending the Bus Service Section. These include bus priority measures, BRT, bus service improvements with suggested locations where new services or increased frequencies are required. • Proposed improvements to the rail, light rail and tram network are contained within the Enhancing and Extending Rail Services Section. This section covers the introduction of new station, enhancements to rail services, line capacity constraints and the potential of emerging High-Speed Rail, light rail/tram solutions, issues around affordability and finally automation and innovation of integrated heavy rail and light rail.
Electric Vehicles within the context of the SEStran region	<ul style="list-style-type: none"> • Outline of how Reduction in car km not achieved through shift to EVs highlighted in Decarbonising Transport Section / reference to more detailed commentary in Reducing Car Kilometres Section. • Reference to e-bikes (and associated infrastructure) in Decarbonising Transport section. <ul style="list-style-type: none"> – Creation of Policy 13D reflects this. – Changes to action also included: <ul style="list-style-type: none"> o “Develop and coordinate a regional information strategy including messaging around the need to ensure EVs are not regarded as a green light to increased car use and the range of issues associated with this. Strategy includes highlighting the potential of e-bikes and e-cargo bikes as viable modes of passenger and freight transport.”

Comment	Response
Integrated Transport Network	<ul style="list-style-type: none"> • Lack of Integrated ticketing / no single source of journey planning mentioned in Defining Transport Problems. The fragmented source of data also referenced as a problem. • Ambitions to implement integrated ticketing referenced in Delivering Seamless Multi-Modal Journeys Section. <ul style="list-style-type: none"> – Policy 12A brought to front and centre of policies
Equality Impact	<ul style="list-style-type: none"> • References to the Disability Discrimination Act updated to Equality Act 2010 • Addressed comments from EQiA within the development of the final RTS
Minor Alterations from External Stakeholders	<ul style="list-style-type: none"> • Including updated Clackmannanshire Draft MATHLR figures in SEStran Housing Calculation • Reference to impact of weather on active travel use in Transport Challenges Section • Updating Challenge 29 to include “increasing inequality of access” • Inclusion of “mental health” to Strategy Objective 2 • Addition of Climate Change Adaptation in Objective 4 • Changes to Language from SG Planning • Case Study on Workforce Mobility Project included in Responding to the Post COVID World Section • Links between EV infrastructure and wider societal energy needs
Definition of Terms	<ul style="list-style-type: none"> • Definitions for 20-Minute Neighbourhoods, Infrastructure First, Sustainable Investment Hierarchy, Sustainable Travel Hierarchy and Transit Orientated Development added to Glossary.
Applying policies in existing environments	<ul style="list-style-type: none"> • Change to Policy 6d in Shaping Development and Place Section • Reference to retrofitting EV infrastructure in Decarbonising Transport Section
Inter-Regional / Wider Access	<ul style="list-style-type: none"> • Inclusion of Figure 5.13 (with adjoining commentary) in Spatial Strategy Section
Hydrogen Capabilities	<ul style="list-style-type: none"> • Commentary on the continued development of hydrogen as a fuel source and the responsive shift to hydrogen as an alternative fuel source in Decarbonising Transport Section
Behaviour Change: Post COVID-19 & General Aspirations	<ul style="list-style-type: none"> • Impact of COVID-19 on evidence base referenced in Introduction • Commentary on the RTS needing to lead the way in the education and behaviour change agenda for public transport / active travel in Reducing Car Kilometres Section. As a result: <ul style="list-style-type: none"> – New Policy 16G added – Associated action amended to reference Transport Scotland Route Map • Commentary on SEStran needing to be behaviour change leader to ‘build back better’ post pandemic in the Responding to the Post COVID World section. Includes: <ul style="list-style-type: none"> – Creation of new Policy 17D. – Creation of new associated action: <ul style="list-style-type: none"> o SEStran will engage with relevant bodies and stakeholders to develop and implement interventions which reassert public confidence in public transport services.
Relocation of Spatial Strategy	<ul style="list-style-type: none"> • The Spatial Strategy was moved to follow the Vision and Strategy Objectives Chapter to provide an overview of the region as a whole before focusing on the specific mobility themes.
Access to Healthcare	<ul style="list-style-type: none"> • Reference to the Transport (Scotland) Act 2005 and the role the RTS has in providing access to health care as a requirement in Transforming and Extending the Bus Service. As result: <ul style="list-style-type: none"> – Inclusion of a new policy: Policy 9H – New associated action: <ul style="list-style-type: none"> o Support the delivery of bus services and infrastructure measures which ensure access to healthcare for all.
Opportunities for the RTS	<ul style="list-style-type: none"> • Commentary following the RTS Constraints was added to highlight how there are opportunities which have evolved as a result of COVID-

Comment	Response
	19 and how these will have a positive impact on many local areas (Transport Challenges in the Region Section)
Integration: Data, Ticketing, and Journey Planning	<ul style="list-style-type: none"> Outline of how stakeholders emphasised the lack of integrated ticketing / no single source of journey planning within the region in Transport Challenges in the Region Section. The fragmented nature of wider data was also mentioned. Additional commentary on integrated ticketing (with additional policies and actions) within Delivering Seamless Multi-Modal Journeys Sections. As a result: <ul style="list-style-type: none"> New Policy to support this: 12A Also includes new associated action: <ul style="list-style-type: none"> “Deliver one integrated ticketing system, potentially incorporating fare capping, which can be used across all modes of public transport, taking into account the digital provision differences in urban and rural areas.”
Inclusion of Just Transition	<ul style="list-style-type: none"> Explicit reference to Just Transition within Strategy Objective 4
Real Time Passenger Information	<ul style="list-style-type: none"> Commentary on the benefits of introducing RTPI within Enhancing Accessibility to Public Transport Section. As a result: <ul style="list-style-type: none"> New Policy added to reflect this point: Policy 8C New Actions added to reflect this point: <ul style="list-style-type: none"> Introduce Real Time Passenger Information for public transport services through mobile applications, stations and stops. Identify areas of poor digital connectivity where RTPI facilities may be ineffective and work with partners to resolve these issues.
Misc.	<ul style="list-style-type: none"> References to Scottish Borders / removal of references to ‘hinterland’ Referencing of specific schemes, including Borders Railway
SEStran Comments (Various)	<ul style="list-style-type: none"> Change made to reflect healthcare and equalities throughout the RTS’s commentary, policies, and actions Reference South of Scotland Regional Economic Strategy in Context Section Section 2.1 renamed from Socio Economic to Area Profile Defining of User Problems clearly stated in Section 3.1 Rephrasing of Strategy Objective 3 to include “Transforming” References to Infrastructure First in Transit Orientated Development discussion Adaptation of Policy 6B Rephrasing of Mobility Theme to “Enhancing Accessibility of Public Transport” Explicit reference to Real Time Passenger Information London Integrated Ticketing and Fare Capping moved to Delivering Seamless Multimodal Journeys Section Park and ride reference added to Transforming and Extending the Bus Service Section commentary Commentary around lower rural public transport demand affecting provision / inclusion of other interventions added to the Transforming and Extending the Bus Service Section commentary. Rephrasing of Mobility Theme to Enhancing and Extending the Rail Services Updates to the Enhancing and Extending the Rail Services Section commentary. Including: <ul style="list-style-type: none"> Inclusion of existing light rail / tram network The need for new stations to be supported by suitable service provision that enables sustainable travel options Reference to additional freight services Reference to Borders Railway electrification and Borderlands Growth Deal Updates to Enhancing and Extending the Rail Services policies and actions. Including: <ul style="list-style-type: none"> Inclusion of “across and beyond” in Policy 10A

Comment	Response
	<ul style="list-style-type: none"> – Addition of “national boundaries” in Policy 10B – References to tram and longer distance regional cross boundary rail / tram in the first action • Rephrasing of Mobility Theme to Delivering Seamless Multimodal Journeys • Reference to how successful delivery of transport integration can lead to a transformational change in how the transport network is accessed and used in Delivering Seamless Multi-Modal Journeys Section. • Shift of Integrated ticketing to this Delivering Seamless Multi-Modal Journeys Section (including inclusion of London Integrated Ticketing and Fare Capping) • Updating to add more urban/rural differentiation to actions in Chapter 12 • Reference to different approach to EV infrastructure delivery in Decarbonising Transport Section • Change to Policy 15C to include urban-rural reference • Role of education and behaviour change to deliver reduction referenced throughout Reducing Car Kilometres Chapter • Addition to Reducing Car Kilometres Chapter commentary, including: <ul style="list-style-type: none"> – Referring to the provision of public transport services or alternative provisions to encourage shared car use / multi-modal journeys – Stating that whilst the RTS does not seek to put measures in place that would reduce the mobility of those living in areas of limited public transport provision, it seeks to provide alternatives that make car ownership less necessary – Changes to Tripshare platform commentary • Benefits of local living in urban and rural neighborhoods outlined in Shaping Development and Place Section, alongside urban-rural benefits of working from home commentary in Responding to the COVID World Section • Changes to Spatial Strategy Regional Corridors descriptions • Addition of KPI to specifically measure local delivery of the national 20% kilometre reduction targets
Behaviour Change to be own Mobility Theme	<ul style="list-style-type: none"> • Behaviour Change – and the need for the RTS to lead on this – is explicitly referenced in both the Reducing Car Kilometres and Responding to a Post COVID World Sections
Greater links to economic strategies	<ul style="list-style-type: none"> • The Land-Use planning section of the Context chapter provides commentary of the RTS's link to the wider economic landscape
Inclusion of other user perspectives	<ul style="list-style-type: none"> • The approach to identifying problems is considered to be robust and is in accordance with the Scottish Transport Appraisal Guidance.
Review of partner authorities active travel plans	<ul style="list-style-type: none"> • Not achievable within the time available for reviewing and updating the RTS. Will be included as part of future Delivery Plan actions.
Differentiation between Transforming and Extending the Bus Service and Enhancing and Extending Rail Services	<ul style="list-style-type: none"> • Feel that there is already enough differentiation as one focuses on buses and the other on rail.
Wales DRT Case Study	<ul style="list-style-type: none"> • Not included to help minimise length of the RTS



SEStran Draft Regional Transport Strategy

Environmental Report Consultation Note

On behalf of **SEStran**



Project Ref: 330610106 | Rev: 0 | Date: March 2022

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Document Control Sheet

Project Name: SEStran Regional Transport Strategy

Project Ref: 330610106

Report Title: Environmental Report Consultation Note

Doc Ref: 330610106/SEA/004i1

Date: March 2022

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For and on behalf of Stantec UK Limited				

Revision	Date	Description	Prepared	Reviewed	Approved
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This report has been prepared by Stantec UK Limited ('Stantec') on behalf of its client to whom this report is addressed ('Client') in connection with the project described in this report and takes into account the Client's particular instructions and requirements. This report was prepared in accordance with the professional services appointment under which Stantec was appointed by its Client. This report is not intended for and should not be relied on by any third party (i.e. parties other than the Client). Stantec accepts no duty or responsibility (including in negligence) to any party other than the Client and disclaims all liability of any nature whatsoever to any such party in respect of this report.

Contents

1 Strategic Environmental Assessment Feedback 1

1.1 Introduction 1

1.2 Key feedback and responses 1

Tables

Table 1. Summary of Consultation Comments and Responses on Environmental issues 1

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1 Strategic Environmental Assessment Feedback

1.1 Introduction

- 1.1.1 A Draft Regional Transport Strategy (RTS) for the South East of Scotland was published by SEStran in November 2021 for stakeholder and public consultation. The Draft RTS was published together with a Strategic Environmental Assessment (SEA) Environmental Report and with the report of an Equalities Impact Assessment (EqIA).
- 1.1.2 This Consultation Note summarises feedback provided by respondents to the consultation on the Environmental Report, along with feedback on the Draft SEStran RTS of relevance to environmental issues.
- 1.1.3 A separate note of EqIA consultation responses relating to equalities issues has been prepared and will be published with this Environmental Report Consultation Note.

1.2 Key feedback and responses

- 1.2.1 All responses received from local authorities, other organisations and members of the public have been reviewed. Where key issues were received relating to the coverage of environmental issues in the draft RTS or in the Environmental Report, these have been set out in **Error! Reference source not found.** with a response on how SEStran has addressed the points raised in updating the RTS to a final version.

Table 1. Summary of Consultation Comments and Responses on Environmental issues

Respondent	Comment	RTS Response	SEA Response
SEPA	The transport planning Objectives in the RTS are likely to have a positive impact on Air Quality and Amenity, however none specifically address improving air quality or reducing exposure. More focus should be provided on supporting local authorities to address air quality issues, particularly within AQMAs. It would be useful to review the Cleaner Air for Scotland 2 (CAFS2) strategy, to integrate and strengthen the RTS to deliver Strategy Objective 1.	One of the outcomes associated with Strategy Objective 1 is “Air Quality Transformed”. On this basis air quality is already intrinsically considered within the objectives and outcomes framework.	Such a change would improve the environmental effects of the Strategy. However, it would not substantially alter the Strategy and are not likely to give rise to significant negative environmental effects. As such, updates to the Environmental Report are not required.
	The Low Emissions Zones (LEZs) should reference the National Low Emissions Framework to determine whether an LEZ should be implemented.	Reference included in Chapter 16	Such a change would not substantially alter the Strategy and are not likely to give rise to significant negative environmental effects. As such, updates to the Environmental Report are not required.
	We agree that active travel provides important health benefits and promoting these through educational campaigns is key to encouraging greater uptake of these modes. We note that the Scottish Government (through the CAFS2) has committed to	The RTS is a long-term strategy with a 15 to 20 year horizon and we do not believe it is appropriate to reference specific working groups which may only be active for part of its lifetime. However, the RTS includes a new Delivery Chapter	Noted. No updates to the Environmental Report are required.

Respondent	Comment	RTS Response	SEA Response
	<p>actively linking with other organisation that deliver programmes having co-benefits for air quality, such as Cycling Scotland, Sustrans and Living Streets. Additionally, the Scottish Government will develop a public engagement strategy on air quality, accounting for the UWE evidence review.</p> <p>SEStran have been invited to the CASF2 Public Engagement Working Group and we'd welcome an action in relation to this work in the RTS.</p>	(18) which sets out a commitment to work with partners to identify interventions to implement the RTS.	
	We'd like to see an indication of action priorities or timelines for the delivery of these. An action plan for the delivery of measures, or a separation of actions by priority.	This is addressed by the new Delivery Chapter (18) referred to above.	Such a change would make the Strategy more specific. However, it would not substantially alter the Strategy and is not likely to give rise to significant negative environmental effects. As such, updates to the Environmental Report are not required.
NatureScot	Section 3.2.1 of the non-technical summary gives the impression that SEA work only commenced in October 2021 and is incongruent with Section 4.2.3 where there is reference to work beginning in August 2021.	N/A	Noted. The relevant dates will be reviewed and amended accordingly to provide clarity within the post-adoption statement.
	In the post-adoption report and further documentation, reference to outline how the SEA has informed the development of RTS throughout the development of the strategy. Examples of specific strategic decisions would be useful.	N/A	The post-adoption statement will outline how SEA influenced the development of RTS throughout the development of the strategy, including examples of specific strategic decisions.
	Section 5.1 of the SEA non-technical summary that lists policies and actions is long and repetitive and would benefit from being summarised. Suggestions include a brief commentary for each Objective on the main positive and negative impacts from policies. Additionally, a summary table to present the information for each Objective currently included in the lists of policies and actions.	N/A	Noted. Where these elements are taken forward from the Environmental Report to the post-adoption statement, they will be reviewed to ensure they are concise and presented in the most effective way for readers.
	The draft NPF4, published by the Scottish Government, includes Policy 3(e) on Nature Crisis and inclusion of	N/A	Para 6.1.3 of the SEA ER notes that further amendments to the RTS may be required once NPF4 is

Respondent	Comment	RTS Response	SEA Response
	measures to enhance biodiversity for local, non-EIA development. The final RTS, post-adoption statement and further documentation, should include reference to this policy and any subsequent guidance to support its implementation.		published. At the time of writing (early March 2022), the consultation on the draft NPF4 is still on-going. Measures implemented through NPF4 will be carried forward regardless of the RTS and as such the omission of such a reference from the RTS is not likely to give rise to significant negative effects.
	Section 5.2 in the non-technical summary outlines the environmental sensitivities for each RTS Transport Corridor that have been listen in Appendix F. Each corridor has a section in the table covering landscape issues. Here, it would also be useful to include a list of the Landscape Character Types within each transport corridor. This information could be used to inform infrastructure decisions and other transport projects along the corridor.	N/A	As the RTS is taken forward, further review of information such as the Landscape Character Types within each transport corridor will be taken into account to inform infrastructure decisions and other transport projects along the corridor.

- 1.2.2 Where responses have identified commitments to amendment of the RTS these changes will be implemented in the re-drafting of the Strategy. SEStran aims to prepare a revised and final RTS document for discussion and approval at the SEStran Board in March 2022.
- 1.2.3 Changes identified as needed to the RTS, both through the SEA ER consultation and the consultation on the wider associated documents would not substantially alter the Strategy and are not likely to give rise to significant environmental effects. As such, updates to the SEA Environmental Report are not required. However, where relevant, issues will be taken forward within the SEA post-adoption statement.



SEStran Draft Regional Transport Strategy

Equalities Consultation Note

On behalf of **SEStran**



Project Ref: 330610106 | Rev: A | Date: March 2022

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Document Control Sheet

Project Name: SEStran Regional Transport Strategy

Project Ref: 330610106

Report Title: Equalities Consultation Note

Doc Ref: EqlA-04

Date: March 2022

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For and on behalf of Stantec UK Limited				

Revision	Date	Description	Prepared	Reviewed	Approved
1.0	04.03.22	Final	HC	CO'C	AK

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Contents

1	Equalities Consultation Feedback.....	1
1.1	Introduction	1
1.2	Key Feedback and Responses	1

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1 Equalities Consultation Feedback

1.1 Introduction

- 1.1.1 A Draft Regional Transport Strategy (RTS) for the South East of Scotland was published by SEStran in November 2021 for stakeholder and public consultation. The Draft RTS was published together with a Strategic Environmental Assessment (SEA) Environmental Report and with the reports of an assessment of equalities issues (an equalities duties assessment)¹.
- 1.1.2 This technical note summarises feedback provided by respondents to the consultation on the Draft SEStran RTS of relevance to equalities issues and to the equalities duties assessments which were published in parallel with the draft RTS for consultation.
- 1.1.3 A separate note of SEA consultation responses relating to environmental issues has been prepared and will be published with this Equalities Consultation note.

1.2 Key Feedback and Responses

- 1.2.1 All responses received from local authorities, other organisations and members of the public have been reviewed, including those provided as part of an on-line survey. Where key issues were received relating to the coverage of equalities issues in the draft RTS or in the equalities duties assessment reports, these have been set out in Table 1.1 with a response on how SEStran has addressed the points raised in updating the RTS to a final version.

Table 1.1 Summary of Consultation Comments and Responses on Equalities Issues

Respondent	Comment	Response
Clackmannanshire Council	There are several references in the document to the Disability Discrimination Act, however this has been superseded by the Equalities Act 2010. For clarity the Disability Equality Duty in the DDA continues to apply. Most documents now reference the Equality Act.	Noted. References to the Disability Discrimination Act will be updated to the Equality Act 2010.
Fife Council	Child Rights and Wellbeing Duties: No clear link is made between child rights and decarbonisation, however children will be disproportionately affected by climate change.	Noted. The inter-generational impacts of climate change are important but considered much broader than the scope that the RTS can address directly. The consideration of issues for children and young people in the development of the RTS has focused on more direct aspects of public transport planning for all groups. The RTS includes objectives, mobility themes and actions to achieve carbon reduction and support national climate change targets.
Fife Council	Children under 16 are not permitted to complete the survey. This excludes a major demographic - have children and young people been consulted in other ways?	Due to complex requirements around permission from guardians for survey completion, SEStran took a decision to obtain feedback representative of younger people through engagement with relevant

¹ These comprised an Equalities Duties Summary Report and three supporting reports capturing the Equality Impact Assessment, a Fairer Scotland Duty Assessment and a Child Rights and Wellbeing Impact Assessment (all October 2021)

Respondent	Comment	Response
		children and young people's stakeholder groups.
Scottish Borders Council	How do 'LEZ's' impact Just Transition and equalities? Need to consider the wider implication out with the urban areas that introduce these	City of Edinburgh Council has undertaken an Integrated Impact Assessment for the Edinburgh LEZ which includes equalities assessment. The promoter of any future LEZ proposals would need to carefully consider equalities issues and how potential adverse impacts could be mitigated.
Not for Profit Planning	There are references to the Disability Discrimination Act on pages 14 and 33. These should be deleted and replaced with references to the 2010 Equality Act and associated Public Sector Equality Duties.	Noted. References to the Disability Discrimination Act will be updated to the Equality Act 2010.
Not for Profit Planning	SEStran could perform a valuable role across the region in raising the bar in terms of meeting these duties, for example effectively carrying out equality impact assessments of transport interventions.	SEStran is fully committed to undertaking and promoting equalities through its responsibilities under the Act. These are carried out in accordance with SEStran's published Mainstreaming and Equalities Outcomes report (see https://sestran.gov.uk/publications/sestran-mainstreaming-and-equalities-outcomes-2021-2025/)
On-line survey respondent	There needs to be a stronger case for equalities as it is considered to be very important and cannot be disregarded by economic arguments.	Consideration of equalities has been integrated into the RTS process and key findings recorded in the equalities duties assessments reports. The final RTS will re-confirm SEStran's commitments to equalities in all aspects of future Strategy implementation.
On-line survey respondent	There is very limited reference to equalities throughout the document and there is a lack of explanation of what is being proposed and how equality groups are going to be consulted on the strategy.	The final RTS will re-confirm SEStran's commitments to equalities in all aspects of future Strategy implementation. Consultation on the draft Strategy included a range of regional and national equalities groups.

- 1.2.2 Where responses in Table 1.1 have identified commitments to amendment of the RTS these changes will be implemented in the re-drafting of the Strategy. SEStran aims to prepare a revised and final RTS document for discussion and approval at the SEStran Board in March 2022.





Projects Performance Report

1 Introduction






- 1.1 This regular report and its appendix track progress over the last quarter across SEStran's projects and key work streams. Impacts on progress or delivery are explained where required.

2 Performance Report

- 2.1 Progress against milestones and timescale is indicated in the attached report template through a high level 'RAG' (Red-Amber-Green) status with 'Blue' for completed action.

RAG Status	Meaning:
	Complete
	Progressing to plan
	Some issues or delays encountered
	Severe issues or delays

- 2.2 The alignment of project work to SEStran's Strategic Objectives is indicated using the following symbols.

	Economy
	Accessibility
	Environment
	Safety and health
	Corporate

3 Recommendations

- 3.1 The Board is asked to note progress recorded in the past quarter, summarised in the attached Appendix 1.

Anna Herriman
Senior Partnership Manager
September 2022

Appendices

Appendix 1

Projects Performance Report September 2022

Policy Implications	Outlined project work contributes to the objectives identified within SEStran Regional Transport Strategy.
Financial Implications	All project work is delivered from within confirmed budgets.
Equalities Implications	There are no adverse equalities implications arising from SEStran projects. A number of projects actively work to reduce inequalities.
Climate Change Implications	There are no negative climate change implications arising from SEStran projects. A number of projects actively work to tackle climate change through creation of, or support for more sustainable transport options.

SEStran Projects Performance September 2022

Table of Contents

1. STRATEGY	4
1.1 Regional Transport Strategy	4
2. STRATEGIC ACTIVE TRAVEL PROJECTS.....	5
2.1 GO e-Bike	5
2.2 Regional Cycle Network Grant Scheme	6
2.3 Regional Active Travel Development Fund – Transport Scotland	6
2.4 Cycle Training and Development – Cycling Scotland	8
3. STRATEGIC PUBLIC TRANSPORT PROJECTS.....	9
3.1 Real Time Passenger Information (RTPI)	9
3.2 Thistle Assistance Programme	10
3.3 Newburgh Train Station Study	11
3.4 Bus Service Improvement Partnerships	12
3.5 The GO SEStran project	13
4. FREIGHT AND LOGISTICS PROJECTS	14
4.1 Forth Freight Study	14
5. EUROPEAN-FUNDED PROJECTS	15
5.1 SHARE-North	15
5.2 SURFLOGH.....	16
5.3 BLING	17
5.4 PriMaaS.....	17
5.5 CONNECT	18
5.6 REGIO-Mob	19
6. SESTRAN FORUMS AND UPCOMING EVENTS.....	20
6.1 SEStran Forum Meetings	20

1. Strategy

1.1 Regional Transport Strategy



Start date: November 2020

Initial completion date: March 2022

Expected completion date: September 2022

Overall project progress:

On track

Project description: A new Regional Transport Strategy (RTS) to cover the period up to 2035 will align to the National Transport Strategy 2, National Planning Framework 4, Climate Change (Scotland) Act 2019, as well as regional spatial and economic strategies under development across the SEStran area.

SEStran's first RTS was approved in March 2007 to cover the period from 2008 until 2023. The strategy was refreshed in August 2015 to cover the period until 2025. In addition to a new policy context the new RTS takes account of potential impacts for future travel demand, behaviour and the transport system resulting from Covid-19.

Project Development:

• Last quarter

On track

- Following completion of all STAG stages of RTS development and statutory consultation in February 2022, officers worked with Scottish Borders Council colleagues to enhance the way rural transport issues were reflected within the draft new RTS; this work concluded with a report to Scottish Borders Council in August 2022 supporting the new RTS.
- The scope for a new monitoring framework, (Programmed Investment Plan) to track transport investment and delivery of RTS priorities has been developed for procurement.
- A draft Executive Summary for the draft new RTS has been developed by consultants.

• Stages Achieved

On track

- Completion of all STAG stages including statutory consultation.
- Final edits to incorporate additional comments from Scottish Borders Council.

• Next Steps

On track

- Report to the Partnership Board with Final RTS
- Submit Final RTS to Scottish Ministers for approval

2. Strategic Active Travel Projects

2.1 GO e-Bike



Start date: April 2018

Initial completion date: ongoing programme

Expected completion date: ongoing programme subject to funding

Overall project progress:

In progress

Project description: GO e-Bike, the regional bike-sharing scheme launched in 2018, aims to increase the visibility of e-bikes and increase access to e-bike use within community hubs or community groups in the region. The project first phase was possible with SHARE-North funding for four community-run GO e-Bike hubs in Fife (two), West Lothian and Falkirk which remain active. In 2018 SEStran secured funding from the Low Carbon Travel and Transport (LCTT) Fund and Transport Scotland (TS) to fund GO e-Bikes into to six further hubs / locations. The latest stations trial Bewegen GO e-Bike hire stations in East Lothian and Midlothian. The Bewegen system launched in April 2021 with 40 e-bikes across 4 station sites. In 2021, SEStran worked with Transport Scotland to support the development of the Cargo Bike Movement (CBM) cargo-bike hub in the south side of Edinburgh. The hub promotes cargo bikes as a fairer, healthier, and carbon-free vehicles for delivery of goods and for individuals and families. Go e-Bike added two e-cargo bikes to the project.

Project Development:

▪ Last quarter

In progress

- Ongoing discussion with Bewegen on expansion opportunities.
- Support to community hubs in Scottish Border to deliver led-rides.
- Maintenance, operation, and marketing contract agreed with Bewegen for additional 12 months.
- Usage and site survey carried out by Midlothian Council. Site visits at Penicuik and Dalkeith.
- Over the last quarter (Apr-Jun 2022) there were 301 trips.

• Stages achieved

On track

- All planned hubs operational (May 2021)
- LCTT funding fully maximised with 6 new hubs.
- The final report to LCTT and Transport Scotland completed.

• Next steps

In progress

- Groundworks for new wayfinding panels as required at Go e-bike stations.

- Work with partners to promote scheme in East and Midlothian. Upgrade signage for existing Bewegen stations.
- Identify sites for expansion of the Bewegen system including provision of cargo trikes. Work with Midlothian Council on relocation of Jarnac Court e-bike station.

2.2 Regional Cycle Network Grant Scheme



Start date: April 2014

Initial completion date: ongoing programme

Expected completion date: ongoing programme subject to funding

Overall project progress:

In progress

Project description: Provided through a partnership between Sustrans Scotland and SEStran, the Regional Cycle Network Grant Scheme delivers an annually agreed set of improvements to the cross-boundary utility routes.

Project Development:

- **Edinburgh BioQuarter**
- Following an internal City of Edinburgh Council review of potential transit routes across the city the BioQuarter project has restarted.
- Sweco have been engaged to recommence final stages of design in light of the review addressing some specific junctions and signalling requirements.
- This project is now projected for completion this year.

Delayed

2.3 Regional Active Travel Development Fund – Transport Scotland



Start date: Financial year 2022/23

Initial completion date: March 2023

Expected completion date: March 2023

Overall project progress:

In Progress

Project description: The Regional Active Travel Development Fund was established between Transport Scotland and the Regional Transport Partnerships in 2018/19 and allows for an annual award for delivery of agreed project work. SEStran's proposal for projects in 2022/23 to Transport Scotland has been awarded up to £597,000 for this fifth year of funding. A number of projects from 2020/21 carried forward with agreement of Transport Scotland, are now completed as reported below.

Project Development:

▪	<p>Project 1: Attitudinal Survey</p> <p>▪ <i>Last quarter:</i></p> <ul style="list-style-type: none"> ▪ The final wave of qualitative panels was held prior to the summer with similar findings to the previous waves. ▪ Next steps: ▪ A final publication will be compiled by officers for publication taking insights from the two years of results. 	Complete
▪ •	<p>Project 2: 'Do The Ride Thing' Awareness Campaign</p> <p>Last quarter:</p> <ul style="list-style-type: none"> • The final pieces of marketing were completed after some missed broadcasts on a number of platforms. <p>Stages achieved:</p> <ul style="list-style-type: none"> • The overall campaign was hugely successful with a large audience reach and engagement rate. • The results returned values in excess of twice the market benchmark for engagement across social media and online campaign presence. <p>Next steps:</p> <ul style="list-style-type: none"> • SEStran were not successful in securing additional funding this year for another campaign but the creative content remains available for partner authorities to utilise. 	Complete
▪ •	<p>Project 3: SEStran Strategic Network</p> <p>Last quarter:</p> <ul style="list-style-type: none"> • ARUP were successfully awarded a contract for further project management and development of the routes studied in the previous year, with additional elements of discussion within local authorities and a package of survey work to be undertaken under subcontract to take these routes closer to the next stage and construction funding bids. • All work is on track for completion in early March. <p>Stages achieved:</p> <ul style="list-style-type: none"> • Procurement exercise completed and inception meeting held with consultant team. 	In progress

- **Next steps:**
- Further funding will be utilised to procure data collection equipment in relation to these routes to inform the next stages of design and engagement with local authority departments.

- **Project 4: GO e-Bike**

In progress

- **Last quarter:**

- £186,000 funding was secured for further development of GO e-bike as described in section 2.1.

2.4 Cycle Training and Development – Cycling Scotland



Start date: core workstream

Initial completion date: ongoing

Expected completion date: ongoing

Overall progress:

In Progress

Project description: This workstream is made possible through a partnership arrangement with Cycling Scotland and supports the delivery of Bikeability Scotland National Standard cycle training delivered by local authority Bikeability coordinators. It promotes, encourages, and develops cycle training opportunities across SEStran projects.

Project Development:

- **Bikeability Scotland**

In progress

- **Last quarter:**
- Delivery across the region was largely at or exceeding pre-pandemic levels over the 2021/22 school year. Meetings held with most LAs in the region to advise on Support Plus funding applications for 2022/23 school year.
- Worked with Falkirk to increase delivery rates through third party support.
- Two Bikeability Scotland Instructor Training courses have taken place in East Lothian in August and a mentor training course will be run in October. These courses will support an increase in capacity to deliver training in the region.
- Mid-year review meetings have been held with the eight Local Authority Bikeability Scotland Coordinators. East Lothian, Scottish Borders, Edinburgh, Clackmannanshire, and West Lothian are on track to meet or exceed pre-pandemic delivery rates and targets for the year.
- Organised an inclusive Bikeability delivery session for Edinburgh school staff and Thistle staff and volunteers for September.
- **Next steps:**

- Support will continue with particular focus on areas currently struggling to meet targets, to increase awareness of the programme and availability of trained school staff or third-party delivery.

▪ GO e-Bike cycle training

In progress

- **Last quarter:** Training is offered to all hubs as they are completed and as part of ongoing development plans.
- Funding to support led-rides using e-bike fleet as part of the legacy work from the Enduro world series (Scottish Borders - Tweedvalley)
- **Next steps:**
- Explore options for tying in training offers with Go e-bike hire schemes including 'demo days' in East Lothian and Midlothian.

▪ Adult and Family Cycle Training

In progress

- **Last quarter:** Grant funding is available for cycle training providers and organisations who would like to start running cycle training activities (<https://www.cycling.scot/what-we-do/training/essential-cycling-skills/grant-funding>).
- Cargo bike training is being supported in partnership with Sustrans Scotland and other organisations. Sustrans staff are being trained to further support delivery of cargo bike training across the country.
- Essential Cycling Skills training is being supported in Midlothian in September/October
- **Next steps:**
- Continue to identify opportunities to improve access to cycle training through engagement with partners.

3. Strategic Public Transport Projects

3.1 Real Time Passenger Information (RTPI)



Start date: 2010

Initial completion date: ongoing workstream

Expected completion date: ongoing workstream

Overall progress:

In Progress

Project description: SEStran began implementing a region wide network of RTPi screens, providing bus timetable information to make bus travel more predictable and reliable in 2010. SEStran has worked with partners to build up a comprehensive network of over 200 maintained screens in travel hubs such as railway stations, park and choose / ride sites, hospitals, colleges, universities, shopping centres and large employer hubs. More recently SEStran has worked with the City of Edinburgh Council to develop a new, common Content Management System that will improve the information provided in the public facing regional screen network incorporating Lothian Buses information.

Project Development:

- **Last quarter:** In progress
 - PC replacement for the old system has 70% of the PCs delivered now 'live'.
 - New installations of standalone screens purchased via the framework continue to be utilised by Local Authorities.
 - New operator Ember being integrated into the system.
 - Weekly meetings held with Local Authority partners and projects team.
- **Stages achieved:** On track
 - System testing was completed, and the system accepted in November 2021.
 - The system is live with bus operator data being integrated into the live system.
 - The purchasing framework is being utilised by SEStran and Local Authorities to provide additional Real Time infrastructure for the region.
- **Next steps:** In progress
 - Roll out of new PCs will continue, 170 have been distributed to date from the total of 200.
 - The new regional real time system is being updated with real time data from bus operators. Data integration has significantly improved.
- **NOVUS FX** In progress
 - The NOVUS FX platform contract for the next 3 years is now in place.

3.2 Thistle Assistance Programme



Start date: 2005

Initial completion date: ongoing workstream

Expected completion date: ongoing workstream

Overall project progress:

In Progress

Project description: SEStran has developed the (national) Thistle Assistance Scheme to make using public transport easier for older people and those with disabilities, illness or mobility issues. SEStran is leading on the development of a new journey planning aspect of the scheme.

Project Development:

- **Last quarter:** In progress
 - Thistle Assistance was promoted in key publications, Enable, Inspire and Possibility magazine with editorial highlighting the new journey planning project.
 - SEStran officers updated Scottish Governments Accessible Travel Steering group in August 2022.
 - Work on the journey planning project has now finished with system design and a pilot ready for testing.
- **Stages achieved:** On track
 - Journey planning project running to plan with final system design and pilot development.
 - Six-month milestone meeting point met with Scottish Enterprise approval.
- **Next steps:** In progress
 - Stage one initial testing of journey planning prototype has commenced.
 - Options for further development/use - SEStran will be discussing with key stakeholders Transport Scotland and Traveline Scotland.

3.3 Newburgh Train Station Study



Start date: December 2019

Initial completion date: March 2020

Expected completion date: March 2022

Overall project progress:

In Progress

Project description: SEStran procured Systra to carry out a transport options study for Newburgh, on behalf of SEStran. The study is funded by the [Local Rail Development Fund](#) that was introduced by the Scottish Government in February 2018, with the aim of providing funding to develop community led options to improve local rail connections.

Project Development:

- **Last quarter:** In Progress
 - Work on the Detailed Options Appraisal has been completed.
 - Final report with the following key recommendations were submitted to Transport Scotland for consideration.
 - Option 3a (rail station) is the most suitable solution to meet all the study objectives and therefore meet the needs of people and business in Newburgh and the surrounding areas.
 - It was also concluded that if a 10m modular station is feasible following further exploration, Option 3e would represent the best value for money option, and it should be situated at the Abernethy Road site.
 - Work on the project timelines was impacted by the need to do additional modelling to try and account for the impact of the COVID-19 pandemic.

<ul style="list-style-type: none"> ▪ The final report can be viewed using this LINK. 	
<ul style="list-style-type: none"> • Stages achieved: <ul style="list-style-type: none"> ▪ Case for Change, Initial Options Appraisal and Detailed Options Appraisal. 	Complete
<ul style="list-style-type: none"> • Next steps: <ul style="list-style-type: none"> ▪ Awaiting feedback from Transport Scotland. 	In Progress

3.4 Bus Service Improvement Partnerships



Start date: May 2020

Initial completion date: ongoing area of work

Expected completion date: March 2026

Overall project progress:

In progress

Project description: The Bus Partnership Fund (BPF) is a £500m Transport Scotland capital fund for the delivery of infrastructure to tackle the impacts of congestion on bus priority and reliability. Bids can be made by partnerships working towards a Bus Service Improvement Partnership (BSIP) status. BSIPs must be collaborative, involving bus operators that provide services in a local authority or BSIP area, and other relevant partners. SEStran has supported five bus alliance groupings to become established and supported the development of bids in the region, namely Forth Valley, Fife, Midlothian, West Lothian and Edinburgh. Funding contributions have been made to bid development costs in four partnerships. Across the region, all bids submitted have now received funding to progress some or all of their proposals. SEStran is now also contributing by providing project management services to Midlothian and Forth Valley Bus Alliance bids.

Project Development:

<ul style="list-style-type: none"> ▪ Last Quarter: <p>SEStran remains involved in and supportive of all the Alliances as they work through the STAG appraisal process, supported by consultants. Current activities include development of the Case for Change for each alliance, and consultation on the proposals as they develop.</p> 	In Progress
<ul style="list-style-type: none"> • Stages achieved: <ul style="list-style-type: none"> • Work is continuing around STAG appraisal, consultation, and development and refinement of governance structures. Full Scottish Government Guidance and regulations on the emergent Bus Service Improvement Partnerships (BSIPs) is awaited. 	On track
<ul style="list-style-type: none"> • Next steps: 	In Progress

- SEStran will continue to work with all Partnerships on proposed governance structures, plans, and schemes, pending the emerging Guidance and regulations from Scottish Government.
- Engage with Transport Scotland on issues relevant to the emerging BSIPs in the region, including governance arrangements and efficient application of STAG Appraisals.
- Continue to convene regular region-wide meetings of Alliance project managers, including Tayside Bus Alliance, to discuss matters of common interest, ensuring a consistent approach to the development of bids and sharing best practice.
- Continue to provide project management services (funded from the Bus Partnership Fund awards for Midlothian and Forth Valley Bus Alliances).

3.5 The GO SEStran project



Start date: March 2022

Planned completion date: March 2023

Expected completion date: as above.

Overall project progress:

In progress

Project description: SEStran has worked with a wide range of stakeholders across the South East of Scotland to develop the GO SEStran project, an innovative MaaS and DRT project proposal that was submitted to the Transport Scotland's MaaS Investment Fund Round 2 (MIF2). The GO SEStran project was awarded £212,440 for the development of MaaS, which integrates DRT pilots in the SEStran region over the course of a one-year period, which is due for completion in March 2023.

GoSEStran is an app that can be consistently updated to integrate various localised modes, for example private bus operators in the area. The app will show you real time information for bus timetables and you can also filter the results to your preference, such as the cheapest option or the lowest emission. SEStran is delivering the project in partnership with three project partners; Fuse Mobility as MaaS providers, East Lothian Council and Tactran.

Project development:

▪ **Last Quarter:**

In progress

- SEStran concluded the necessary legal agreements with project partners and Transport Scotland to ensure the project commenced on 1st July.
- The Go SEStran app was launched in early August and can now be downloaded from [Google Play](#) and [Apple app](#) stores.

▪ **Stages achieved:**

In progress

- A Monitoring and Evaluation Plan has been agreed and signed off by Transport Scotland. A Marketing and Communications Plan is has now been finalised, whilst meantime, 'soft launch' activities are being undertaken, including taking a stall at Queen Margaret University's Freshers event on 29th September.
- **Next steps:** In Progress
 - SEStran continues to work with Transport Scotland to report on progress.
 - SEStran is working with all partners to maximise the marketing of the app, which has so far received very encouraging feedback.
 - Fuse are continuing with the work needed to integrate further improvements to the app, including real time passenger information and other transport modes such as Bewegen e-bikes.
 - SEStran is working with East Lothian Council with a view to enabling the launch of the DRT pilot later this year.
 - SEStran and Tactran are collaborating on a number of fronts to ensure funding of the app will continue past March next year.

4. Freight and Logistics Projects

4.1 Forth Freight Study



Start date: May 2020

Initial completion date: December 2021

Expected completion date: June 2022 (end date revised by funder, Transport Scotland)

Overall project progress:

In progress

Project description: This study, delivered by SEStran in partnership with Forth Ports, explores the potential in the region, particularly around the Forth, for developing sustainable, multimodal freight gateways. It aims to identify key locations for potential freight consolidation centres that would maximise the sustainable movement of freight at national, regional, and local levels. The study is being carried out for SEStran by appointed consultants Aecom. The study is funded by the [Local Rail Development Fund](#) that was introduced by the Scottish Government in February 2018.

Project Development:

- **Last Quarter:** In progress
 - Initial Options Appraisal work is complete.
 - Submitted to Transport Scotland in August 2022 for comment.

<ul style="list-style-type: none"> <ul style="list-style-type: none"> Meetings help with stakeholders and business has informed the development of the work. 	
<ul style="list-style-type: none"> Stages achieved: <ul style="list-style-type: none"> Case for Change approved December 2021. 	On track
<ul style="list-style-type: none"> Next steps: <ul style="list-style-type: none"> Begin work on Detailed Options Appraisal subject to Transport Scotland approval. 	In Progress

5. European-funded Projects

5.1 SHARE-North

Interreg North Sea Region, ERDF



Start date: January 2016

Initial completion date: December 2019

Expected completion date: June 2022 (following successful extension application and 6-month Covid-19 extension)

Overall project progress:

Complete

Project description: SHARE-North focuses on shared mobility and its potential to address sustainable transport challenges in the North Sea region. This includes developing, implementing, promoting and assessing car, bike and ride sharing and other forms of shared mobility in urban and rural areas and employment clusters. One example is the establishment of Mobility Hubs. A Mobility Hub seeks to raise the profile of shared mobility (car club, bike-sharing, carsharing), by integrating these modes of transport with existing public transport provision. Following the completion of the Mobility Hub Strategic Study in 2020 SEStran has been working with partners to identify potential opportunities to plan for Mobility Hubs.

Project Development:

<ul style="list-style-type: none"> <ul style="list-style-type: none"> Last Quarter: <ul style="list-style-type: none"> SEStran hosted the final project meeting of the SHARE-North project in at the end of June 2022. The meeting reviewed partner highlights from the project across the partner countries. The final claim for EU grant funding has been prepared at submitted. The additional geo-fenced Bewegen e-bike hubs is complete and will be monitored. 	Complete
<ul style="list-style-type: none"> Stages achieved: <ul style="list-style-type: none"> Project completion and hosting of the final project event 	Complete
<ul style="list-style-type: none"> Next steps: <ul style="list-style-type: none"> The Share North project officially ended 30 June 2022. However, shared mobility policies are included in the draft Regional Transport Strategy which is due to be considered for 	Complete

approval by the Board in September 2022. How shared mobility is integrated and expanded into the transport network is a key focus of future work.

5.2 SURFLOGH

Interreg North Sea Region, ERDF



Start date: June 2017

Initial completion date: October 2020

Expected completion date: June 2023

Overall project progress:

In progress

Project description: SURFLOGH aims to enhance the role of sustainable logistics in urban logistics networks in the North Sea Region. SURFLOGH has created a trans-national network of 'city hubs' promoting innovation in city logistics. These hubs bring together different partners to exchange knowledge and work on innovative pilot projects and business models that can work in real world urban logistics systems. SEStran's Edinburgh pilot operating near Haymarket has now been running successfully since 2018. The next stage of SURFLOGH will look at combining the first phase outputs based on the project pilots and research. The development site at [Perth West](#) will be used as a location for this work, stage one for Perth West includes a mobility hub unlocking an active travel programme, alongside mobility as a service options and a last mile delivery centre, all connected to a smart energy network. This will be Scotland's 1st green, city 'living lab'.

Project Development:

▪ **Last Quarter:**

In progress

- Procurement for consultancy support on Perth West completed in July.
- AECOM were successfully awarded the contract to develop a freight and logistics framework for Perth West. A hybrid inception and partner meeting was held in Perth in August 2022.
- Partnership Meeting in Edinburgh September 2022.

▪ **Stages achieved:**

On track

- Development of Edinburgh Pilot – ZEDIFY cycle logistics hub.
- Business model framework developed following extensive research with Edinburgh Napier University <https://tinyurl.com/emxdd4ep>.
- City hub case studies for each of the pilots developed

▪ **Next steps:**

In progress

- Develop and test framework for Perth West.
- Ongoing engagement with partners in Tactran and Perth West development consultant.
- Present update on the work at POLIS conference in Brussels in November.

5.3 BLING

Interreg North Sea Region, ERDF



Start date: January 2019

Initial completion date: June 2022

Expected completion date: June 2023

Overall project progress:

In progress

Project description: Blockchain is a key enabling technology that will underpin efforts to deliver innovative services under the Digital Agenda for Europe. The Blockchain IN Government (BLING) project focuses on providing one of the first dedicated platforms to bring these tools and approaches into local and regional services. SEStran's role is to develop a pilot with the University of Edinburgh, which will showcase innovative use of the technology in a transport environment.

Project Development:

▪ **Last Quarter:**

In progress

- SEStran have appointed [Optimat Ltd](#) to build on the conclusions of the BLING project work to date, identify and evaluate opportunities and challenges to the wider implementation of blockchain technology, smart contracts, and distributed ledger technology, in local government within the Scottish policy landscape, with a particular focus on the impact on transport.

▪ **Stages achieved:**

On track

- GeoPact pilot proof of concept delivered.
- Research paper written and shared.
- Project extension approved.

▪ **Next steps:**

In Progress

- Continue to work on scoping and policy paper, stakeholder event on the 5th of October.
- Partnership meeting in Edinburgh in October 2022

5.4 PriMaaS

Interreg Europe, ERDF



Start date: August 2019

Initial completion date: January 2023

Expected completion date: July 2023 (following 6-month extension due to Covid-19 impacts)

Overall project progress:

In Progress

Project description: Mobility-as-a-Service (MaaS) is a concept that changes the way people travel and pay for mobility services. The main vision of PriMaaS is to promote MaaS and incorporate wider societal goals through interregional collaboration, sharing best practices, and policy development.

Project Development:

- **Last Quarter:** In Progress
 - Phase one of the PriMaaS project officially concluded on 31 July
 - SEStran also presented a paper to a related EU project's conference, CISMob, in Stockholm in May.
- **Stages achieved:** On track
 - Completion of Phase One of the project which included the submission of the Action Plan and submission of the best practices; Go Borders DRT trial and Tactran ENABLE Platform
- **Next steps:** In Progress
 - Monitoring of the Action plan will take place over the next 12 months
 - A final face to face event is planned in the Coimbra region of Portugal in June 2023.

5.5 CONNECT

Interreg North Sea Region



Start date: October 2019

Initial completion date: March 2022

Expected completion date: December 2023

Overall project progress:

In Progress

Project description: [CONNECT's](https://northsearegion.eu/north-sea-connect) overall objective is to support the growth of 'smart inter-modality' in the North Sea Region, through smart efficiency enhancements within freight movement. It looks at connecting the North Sea Region's TEN-T nodes, focusing on implementing new smart processes and working tools (smart inter-modality) and development of strategies for smart efficiency enhancements (smart involvement). <https://northsearegion.eu/north-sea-connect>

Project Development:

- **Last Quarter:** In progress
 - SEStran integrating freight study work into project.
- **Stages achieved:** In progress
 - Not applicable.
- **Next steps:** In Progress
 - SEStran will be visiting the Port of Gothenburg in September 2022.
 - CONNECT partners will be visiting Forth Ports in November 2022 on a study visit.

- SEStran will be review with Forth Ports their approach to enhancing sustainable ports operations and increasing commercial efficiency, this work will be reported back to the project team.

5.6 REGIO-Mob

Interreg Europe, ERDF



Start date: April 2016

Initial completion date: March 2020

New start date: October 2021

New completion date: September 2022 (following approval of additional 1 year funding for project activities in relation to Covid-19 impacts)

Overall project progress:

In Progress

Project description: REGIO-Mob aims to promote “learning, sharing of knowledge and transferring best practices between the participating regional and local authorities to design and implement regional mobility plans (or Regional Transport Strategies)”.

The additional REGIO-MOB activities, through a partnership made up of six partners from six European regions (Italy, Poland, Romania, Slovenia, Greece, UK), will allow for an exchange of experiences aimed at learning about the best solutions developed to deal with the Covid-19 crisis and to improve six policy instruments for public transport policies to meet the new needs of planning and guarantee a safer and sustainable mobility.

Project Development:

- **Last quarter:** *In Progress*
 - The second of three interregional events was held in Slovenia where best practices of the Slovenian and Greek project partners were presented and discussed.
- **Stages achieved** *In Progress*
 - Ongoing exchange of information between the project partners through the Interregional exchange process.
- **Next steps:** *In Progress*
 - The Interregional exchange process in Edinburgh will take place on 7th and 8th September where the best practices from SEStran and the Italian partners will be presented and discussed.
 - Finally, six brief summaries on the key elements learned to drive the change will offer visibility of the results achieved and will facilitate applicability in project’s regions and replicability in other European regions as well.

6. SEStran forums and upcoming events

6.1 SEStran Forum Meetings



SEStran hosts three different forum groups, the Integrated Mobility Forum, the Equalities and Access to Healthcare Forum and the Logistics and Freight Forum. The aim of the forums is to provide a platform for interested parties to come together and to formulate a regional voice in various transport-related matters.

Latest Forum meetings:

- **Logistics and Freight Forum**
 - The forum will take place in the last quarter of 2022, with a date yet to be confirmed.
- **Equalities and Access to Healthcare Forum**
 - The next forum will take place on Wednesday 12th October. The last forum took place on 31st March 2022.
- **Integrated Mobility Forum**
 - The next forum meeting is scheduled to take place on Thursday 6th October 2022. The last forum took place on 7th October 2021.

Draft Annual Report 2021/22

1. INTRODUCTION

- 1.1 The purpose of this report is to present to the Board the draft Annual Report for 2021/22, following discussion at Performance and Audit Committee of 9th September 2022.

2. ANNUAL REPORT

- 2.1 The Annual Report provides an overview of SEStran's project portfolio. It highlights the contributions that SEStran has made to the region over the last year, in line with the agreed objectives of the Regional Transport Strategy (RTS) and SEStran's Business Plan.
- 2.2 Once approved by the Board, the Annual Report will be published online. It can be made available in alternative formats on request.

3. RECOMMENDATION

- 3.1 The Board is asked to note the contents of the draft document and any comments on the draft document are welcomed for discussion.

Jim Grieve
Partnership Director
23 September 2022

Appendix 1 – Draft Annual Report 2021/22

Policy Implications	None.
Financial Implications	Design costs can be met from within existing budget.
Equalities Implications	Details of SEStran's Equality Mainstreaming work are contained within the Annual Report.
Climate Change Implications	The Annual Report highlights our Climate Change reporting publications and work on reducing the environmental impact of transport in the South East of Scotland.



2021-22 Annual Report.

Contents

1. Foreword (Chair)
2. Who we are
3. What we do
4. Appendix: Annual Accounts and Reports
5. Contact Information

(Note page numbers to be confirmed pending final publication formatting)

Foreword

CLlr Colin Davidson, Partnership Chair

As Chair of SEStran, I'm pleased to present SEStran's annual report for 2021/22.

The past year has been a success for SEStran, despite huge challenges arising from Covid-19. This annual report records the areas of impact and added value across the breadth of SEStran's activities. By way of an introduction, I would like to highlight a few accomplishments here.

SEStran's talented staff team continued to work from home throughout the year, with Board, Committee and Forum meetings held online. It falls to me as Chair of the Board to express my sincere thanks to the team for their efforts in planning engaging online meetings, delivering business continuity across many workstreams, and actively participating in numerous regional and national transport policy groupings. I also thank all Partnership Board members that served during 2021/22, for their contribution to SEStran's success.

The year saw the conclusion of all key stages in developing a new (draft) statutory Regional Transport Strategy (RTS), which reframes the transport challenges of our region and time, within the context of national policies for Transport, Planning and Climate. The draft RTS, which includes new elements of spatial transport strategy has been developed with excellent input from partner authorities and the public. The feedback provided has helped develop a strong draft RTS, to act as a framework for local transport plans, looking forward towards 2035.

During the year, the Partnership had considerable impact in its support for emerging Bus Alliances, working across sectors with partners and operators to identify bus priority schemes, establish appropriate governance arrangements, resulting in five Bus Partnership Fund awards in the region. This important work helps address the concerns of transport authorities and operators at all levels with the slow return of public transport passengers throughout the second year of the pandemic.

Another substantial milestone was the successful shift to a new region-wide Real Time Passenger Information (RTPI) management system. Delivered in partnership with City of Edinburgh Council, this benefits passengers across the region with accurate bus arrival information. In addition to facilitating an increasing number of bus operators using the system, SEStran supported the improved data management system with the acquisition of nearly eighty new computers ready for deployment to regional RTPI screens.

The expansion of GO e-Bike into four new locations in the early part of the year helped raise awareness with many of the potential of e-Bikes as a convenient mode of transport. This was particularly appropriate in 2021/22, given the increasing interest in access to active travel options during the pandemic.

Finally, the Partnership's exceptional work in future transport innovations, saw significant progress. The team advanced technology trials, development and feasibility work in freight consolidation, last mile logistics, fully accessible journey planning software, Demand Responsive Transport options and Mobility as a Service solutions and others. SEStran its Board and in particular its officers, took vital steps towards making longer term aspirations for a sustainable, integrated transport system a reality.

I would like to thank you for your interest in the work of SEStran and commend to all the work of the Partnership in 2021/22. In particular, the work of the officers led by Jim Grieve, our senior officer, who displayed excellent leadership and provided stability during a time of unprecedented challenges.

COUNCILLOR COLIN DAVIDSON
Chair, SEStran
August 2022

(Insert photo signature and twitter)

Who we are

SEStran is the South East of Scotland Transport Partnership. We are one of seven statutory Regional Transport Partnerships in Scotland established under the Transport (Scotland) Act 2005. SEStran encompasses eight local authorities.

SEStran's Vision

"A regional transport system that provides all citizens of South East Scotland with a genuine choice of transport which fulfils their needs and provides travel opportunities for work and leisure on a sustainable basis."

(Insert Transport Image)

Our Objectives

SEStran participates in a diverse range of transport projects and events on a local, national, and international scale. All our work is focused on delivering against our core strategic objective areas:

1. Economy – to ensure transport facilitates economic growth, regional prosperity and vitality in a sustainable manner
2. Accessibility – to improve accessibility for those with limited transport choice (including those with mobility difficulties) or no access to a car, particularly those living in rural areas
3. Environment – to ensure that development is achieved in an environmentally sustainable manner
4. Safety and Health – to promote a healthier and more active SEStran area population
5. Corporate – to continually improve performance to achieve greater efficiency and effectiveness in SEStran service delivery.

We have highlighted the relationship between our work and our strategic objectives with an icon, a number in a circle relating to each of our objectives and the key priorities represented by each of the following icons:

SEStran Team

SEStran has a staff of 9, and 1 Cycling Scotland embedded officer, as of March 2022:

- Partnership Director, Jim Grieve
- Senior Partnership Manager, Anna Herriman
- Programmes Manager, Keith Fiskien

- Strategy and Projects Officer, Jim Stewart
- Project Officer, Julie Vinders
- Active Travel Officer, Peter Jackson
- Business Manager, Angela Chambers
- Business Support Officer, Cheryl Fergie
- Business Support Assistant, Nikki Boath
- Cycling Scotland Officer, Beth Harley-Jepson

Local Authority Partners

City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

(Insert Map of Scotland with SEStran Region.)

Headquarters

SEStran's operational and administrative premises are based in Edinburgh at Victoria Quay.

Governance

Decision Making Structure

SEStran's main policy and budgetary decisions are taken by the Partnership Board, which consists of 20 Councillor and nine Non-Councillor members. Operational decisions are taken by the Partnership Director and other officers in accordance with the List of Officer Powers which forms part of SEStran's [Governance Scheme](#). The Scheme is reviewed regularly and was last updated in March 2021.

The Partnership Board delegates some decisions to Committees in accordance with the Governance Scheme. The Performance and Audit Committee remit covers scrutiny of performance, staffing, standards and audit. It comprises a Councillor member from each constituent authority, and two non-Councillor members. It is currently chaired by Councillor Russell Imrie.

The Succession Planning Committee remit covers matters related to succession planning and Board appointments. Its membership consists of the Partnership Chair, two Board members, the Partnership Director, the Partnership Secretary and a Human Resources adviser.

Partnership Board

The board consists of 20 elected members from the partnership local authorities and nine appointed non-councillor members. The Partnership Board meet quarterly, and as of the 31st of March 2022 include the following members.

Partnership Board – Insert Names and Images as of March 2022

Non-Councillor Members – Insert names

Equalities Duty

SEStran is a listed public body under the Equality Act 2010 and the Equality Act 2012 (Scotland) Specific Duties Regulations, and as such have a duty to publish a biennial Equalities Mainstreaming Report and a set of Equality Outcomes to enable the organisation to better perform the equality duty.

SEStran published a new set of [Equality Outcomes](#) 2021-2025¹ in April 2021 and will publish a biennial progress report in April 2023.

The draft outcomes went out to consultation in February 2021. Analysis of the data indicated broad support and agreement for all the outcomes. Key comments included that SEStran statutory meetings should remain being hosted remotely, to remove barriers facing disabled people travelling to physical meetings.

The final report and new Equalities Outcomes were approved by the Board in March 2021.

Cyber Security

In order to comply with the Scottish Government's Public Sector Cyber Security Action Plan, SEStran carried out a robust review of its IT provision. Under the scheme, an independent cyber security consultant was appointed in 2018 and audited the partnership's IT environment. The outcome of this audit was SEStran being awarded Cyber Essentials Plus accreditation. SEStran were re-audited in 2019 and retained the award. This accreditation will be kept under review to ensure compliance is maintained before the next planned audit in 2022.

What we do

SEStran Regional Transport Strategy

SEStran's core statutory function is to maintain a Regional Transport Strategy (RTS). In June 2019, the Partnership Board agreed an outline approach to develop a new RTS, in recognition of emerging changes to national policy, strategy and legislation affecting transport, climate and regional planning. The new RTS will provide a framework for transport solutions in the region that meet new challenges. The RTS will be closely aligned to the priorities of Scotland's Second National Transport Strategy (NTS2) which was published in February 2020. As part of NTS2, a Roles and Responsibilities Working Group, including two Regional Transport Partnership representatives, has been set up to review transport governance arrangements.

Developing a new Regional Transport Strategy - SEStran 2035

Stantec UK Ltd were appointed in January 2021 to start work on the development of the RTS, following a competitive tendering process. The work undertaken by Jacobs to produce a Main Issues Report concluded in May 2020, which formed the basis of the ongoing work to produce the new RTS.

The development of the new RTS follows Scottish Transport Appraisal Guidance (STAG) stages. During 2021-22 a major public consultation took place with over 1000 responses being received from the public and stakeholders. The Case for Change was published in June 2021 and the option

development, appraisal and the drafting of the RTS took place with the initial draft RTS being approved for statutory consultation by the Partnership Board in October 2021. The statutory consultation took place from 5 November 2021 until 11 February 2022 and was supported by the Strategic Environmental and Equalities Impact Assessments and other supporting assessments. The Partnership Board highlighted some comments, including reinforcement of the transport issues in rural areas and a new report was prepared to present to the Board. However, Scottish Borders Council did not consider that the changes went far enough to reflect the concerns they have on rural transport issues. Therefore, the Partnership Board decided to delay consideration of the report until September 2022, to allow time for further discussions.

Following approval by the Partnership Board the draft RTS will be submitted to the Scottish Ministers.

(Insert Partnership working Image)

The Regional Transport Strategy – regional monitoring

SEStran's current Regional Transport Strategy (RTS), which was refreshed in August 2015, currently runs until 2025. The RTS vision, objectives and policy framework were established when the RTS was first written, in 2007. In recent years, SEStran has identified a need to review the monitoring framework for the RTS.

The review of monitoring data during the development of the Main Issues Report revealed that there are some issues in the current RTS which have not improved, whilst highlighting several new and emerging challenges which need to be addressed at a regional level:

- Traffic growth has continued year on year since 2010, (11% increase to 2018)
- Carbon emissions from transport have been rising since 2013, reaching 98% of 2005 levels by 2019.
- Bus patronage is declining across the region (apart from a few areas),
- A lack of appropriate, affordable transport and road network congestion means that the accessibility of a full range of opportunities for education, employment, healthcare, and other needs impacts on some of the region's population.

Transport and travel demand patterns have been severely impacted by the Covid-19 pandemic and therefore the ability to make meaningful regional monitoring comparisons has been compromised. [Scottish Transport Statistics 2021 | Transport Scotland](#) shows the scale of reduced travel in 2020. Public transport journeys fell by 70% and car travel by only 20% in comparison. However, this data is already outdated as transport use continues to change following the removal of pandemic restrictions. Car travel is close to pre pandemic levels even with substantial home working. Rail and bus patronage has improved but remains considerably lower than before, which is why some challenges in sections of the RTS are more acute now.

(Insert Kelpies Image)

Formal Partnership Meetings and Forums

The **Partnership Board** meets quarterly and did so, with four meetings during the reporting period. At its meetings, in addition to dealing with standard business, the Board considers relevant topics, with an in-depth presentation and discussion. Topics in this period included the new Regional Transport Strategy, rail schedules and improvement updates from ScotRail and the national rollout of the Thistle Assistance programme. These topics generated considerable insight which was shared in SEStran forum groups.

SEStran's quarterly **Performance and Audit Committee** and **Chief Officers' Liaison Group** meetings are held prior to each Partnership Board meeting and help shape the business of the Board.

The **Succession Planning Committee** meets biennially. The last meeting took place in November 2021, where the Committee approved a revised version of the Board Diversity Succession Plan.

SEStran hosts three forums which are all held twice a year. The aim of these forums is to facilitate policy and technical discussions within a South East of Scotland context and provide a platform for greater stakeholder engagement across the region.

Integrated Mobility Forum: aims to develop a better understanding of the opportunities to improve implementation and understanding of integrated mobility in the region. The primary focus is to facilitate discussions between stakeholders to make progress in reducing the number of single occupancy car journeys, maximise the use of public transport and maximise active travel opportunities.

Logistics and Freight Forum: aims to support economic growth and resilience across the region by developing, promoting and implementing sustainable business and distribution solutions. The forum supports constructive partnership between local authorities, government agencies, business and representative groups. The forum aims to provide a unified, regional voice in working with organisations such as Transport Scotland, Network Rail and ports authorities.

Equalities and Access to Healthcare Forum: aims to deliver our Equality Outcomes and legislative requirement to consult Health Boards and those who represent those with or who share a protected characteristic. The forum covers how equality issues should be considered and "built in" to future transport strategy development.

More information on SEStran's decision-making structures is provided at Governance, below.

(Include link /page number)

(source and insert image)

Public Transport Support

The need to support public transport in the region following the lockdowns and travel restrictions of the previous year has been a shared priority at all levels of transport. In addition to maintaining regular contact with rail and bus operators on regional matters including rail timetable changes and

access issues for passengers, SEStran has actively supported new initiatives to improve the reliability and enhance the viability of public transport services

Throughout 2021-22, SEStran extended its involvement in regional Bus Alliances groupings and supported the development of bids to Transport Scotland's **Bus Partnership Fund**, designed to deliver congestion-beating bus priority and journey time reliability. Bids from the previous year were awarded. Funds and awards for a further two new Alliances' bids from Midlothian and West Lothian Councils, also, brought the total BPF awarded in the region to up to £6.57M. SEStran's role in developing and sharing model terms of reference and governance arrangements for emerging Bus Alliances, has helped to ensure they are in a strong position to develop more formal Bus Service Improvement Partnerships (BSIPs), and key to this has been the positive engagement with bus operators as well as public sector partners.

This work of the **South East Scotland Transport Transition Group**, established on a temporary and voluntary basis in 2020 was concluded. Its purpose, to jointly plan and manage transport related measures linked to Covid-19 travel restriction was superseded by partners taking forward longer-term activity through mainstream or more long-term structures.

SEStran's work on RTPI enjoyed considerable success with the successful introduction of the new content management system delivered in partnership with City of Edinburgh Council. The arrangement, which strengthens the quality of bus arrival data across the region, is secure for five years, and has considerable potential to grow. The complementary nature of the workstreams outlined here in more detail deliver cumulative impact in the region, supporting both public transport provision, and passengers of public transport.

Thistle Assistance Programme

Thistle Assistance Programme is at the forefront of providing 'good assistance' to people with disabilities, by recognising and supporting their needs and ensuring transport operators and their staff understand these needs. SEStran leads and manages Thistle Assistance on behalf of Scotland's seven RTPs and welcomes the acknowledgement of Thistle Assistance in Transport Scotland's 'Going Further: Scotland's Accessible Travel Framework'¹.

In 2021-22 SEStran worked closely with transport providers, members of our communities with mobility challenges and disabilities and SEStran Equalities and Access to Healthcare Forum members, to better understand the problems and concerns faced by many when using public transport. This has helped shape the way Thistle Assistance Programme has developed and expanded further.

SEStran continues working with ScotRail, Lothian Buses/Trams, Stagecoach, First East Buses Transport Scotland, Traveline Scotland, Confederation of Passenger Transport, Bus Users Scotland, and others to explore how the new Thistle Assistance approach can be integrated into their existing processes to improve awareness of the issues faced by customers, how to spot them and how to engage and help. SEStran continues work collaboratively to support the promotion of Thistle Assistance throughout

¹ <https://www.transport.gov.scot/publication/going-further-scotland-s-accessible-travel-framework/>

Scotland by increasing awareness of the programme and providing training tools for transport providers.

The programme has worked with operators to develop an information poster and leaflet that can be used to create awareness amongst their staff and help with staff training.

Thistle Assistance VoyagAR - Journey Planning and Wayfinding

SEStran through the development and implementation of two key projects, Real Time Passenger Information, and the Thistle Assistance Programme has identified a need to improve the door-to-door journey for people with mobility challenges allowing them to access the public transport network more easily and with confidence – combining journey planning, wayfinding, and disability awareness into one easy to use and versatile platform.

The VoyagAR platform would deliver in two key areas which respond to passengers needs as identified by the Campaign for Better Transport²:

- improving availability of information.
- making connections between different steps in the journey, and different modes of transport, easier.

People rely on public transport to access jobs, services, facilities, family, and friends. While many of the barriers identified by disabled people and non-disabled people in undertaking journeys are the same, the impact can be different³.

In May 2021 after a successful competition Sentireal was appointed by SEStran to take the project forward from Phase 1 to Phase 2 with £150,000 of funding from Scottish Enterprises Can Do Innovation fund.

The overall system architecture for VoyagAR has been defined, consisting of three cooperating software applications:

- A mobile application that the Traveller uses to plan journeys, perform journey wayfinding, and message an authorised Carer or emergency contact.
- A web application, which executes on all modern web browsers, that an authorised Carer uses to message the Traveller and track their journeys. The Carer can also use the web application to plan journeys on the Traveller's behalf, if necessary
- A web service, hosted in the cloud, that provides the mobile and web applications with various cloud-based services, including geographical mapping and directions, public transport scheduling and user account management.

Work will continue next year with the testing and launching of a prototype scheduled for late Summer 2022.

² Transport Research Laboratory (2011) – Door to Door Journeys www.bettertransport.org.uk/files/door-to-door-journeys-full-report.pdf

³

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706248/accessibility-action-plan.pdf

<https://www.thistleassistance.com/>

(Insert image and logo)

Real Time Passenger Information (RTPI)

SEStran began implementing a region wide network of RTPI screens, providing bus timetable information to make bus travel more predictable and reliable. Since 2010, SEStran has worked with partners to build up a comprehensive network of over 200 screens in travel hubs such as railway stations, park and choose / ride sites, hospitals, colleges, universities, shopping centres and large employer hubs. More recently SEStran has worked with the City of Edinburgh Council and Journeo to develop and launch a new, common regional RTPI system that will improve the information provided in the public facing regional screen network incorporating multiple transport operator (bus, rail & tram) data and scheduled information.

The new system went live in December 2021 with operator data being integrated over the following months.

SEStran received funding from Transport Scotland to update the existing RTPI screen system with new PCs so that the new system will operate and integrate with other systems more efficiently. The roll out of these new PCs with the new software started in February 2022 and will continue in 2022.

SEStran is also working with partner local authorities to place new on street signage across the region, again working with the contractor Journeo.

(Insert RTPI Images)

Tripshare

During 2021-22, car sharing continued to be affected by the Covid-19 pandemic and increased levels of home working. Car sharing has a role to play with other shared mobility modes in reducing car-based travel. SEStran embarked upon conversations with other RTPs on what a longer-term approach to promotion of car and lift sharing might look like subject to public health guidelines and this work is ongoing.

(Insert Tripshare logo)

GO SEStran project:

Mobility as a Service (MaaS) seeks to unify all modes of transport in a digital environment, meaning that people wanting to make a journey can plan, book and pay for it using a single app. In the previous

year SEStran had issued a Call for Partners to see if a MaaS project could be trialled in the SEStran region.

In February 2021, SEStran, with its partners, submitted a bid to Round 2 of the MaaS Investment Fund. In June Transport Scotland confirmed that the bid had been third placed, and although the remaining funding did not cover all of the proposed project, there was an opportunity to co-create a smaller, more focused project with the money available.

After a resubmission in September 2021, Transport Scotland confirmed that they were in principle prepared to commit some £212,440 (slightly more than the original figure available) to the revised project, which proposes to trial MaaS around East Lothian's physical Journey Hubs, starting with the Brunton Hall Hub in Musselburgh.

Key features of the project include trialling tech-enabled Demand Responsive Transport (DRT) as an integral part of the overall MaaS pilot, and the integration of the physical hubs East Lothian Council are developing with the 'virtual hub' created by the launch of the GoSEStran app.

As at March 2022 discussions were ongoing with Transport Scotland and the consortium partners on the necessary legal agreements to regulate relationships between the parties.

SEStran Strategic Network – Cross Boundary Active Travel Routes, connecting people and places.

In 2021-22 funding from The Regional Cycle Network Grant Scheme, in partnership with Sustrans Scotland, combined with Transport Scotland funding to bring together a number of projects. This facilitated a larger package of work being carried out on the development of the SEStran Strategic Network.

Following continued engagement with local authority partners through the course of 2020, a series of routes were determined to progress to feasibility and options. These routes included Addiewell-Livingston, a route connecting communities along the A71; Larbert-Falkirk, a route connecting to a major NHS site; Falkirk-Polmont, a route connecting areas rated low by SIMD; Tweedbank-Melrose, extending an existing active travel route. Making use of online engagement tools, these routes were shared with stakeholders and presented for the views of the public.

These projects will progress to additional stages of engagement within local partner authorities with further investigations taking place prior to any additional design work or funding applications to construction funding streams.

To complement the design work and initial engagements with stakeholders and the public a behaviour change toolkit was created to provide a practical guide for local authorities, community groups and third sector organisations within the SEStran region working to encourage a positive shift in travel behaviour with individual groups, and throughout communities. As the SEStran Strategic Network is delivered and new active and sustainable travel infrastructure is implemented, this toolkit will provide additional support and guidance to overcome potential barriers and encouraging communities and specific user groups to try new and existing infrastructure, and to continue utilising

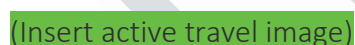
these networks across the region. The toolkit is designed to assist the key audience in reviewing best practice and supporting the development of initiatives, in line with key project stages required for the application for additional funding.

Active Travel Projects 2021/22

As part of another successful bid to Transport Scotland funding, a series of other active travel projects were completed in the year. Support was provided to Cargo Bike Movement with the set-up of a community-based hub offering a range of services to communities. In addition to the loan of cargo bikes used for the transport of surplus items from supermarkets to a number of food banks, Cargo Bike movement provided training sessions to members of the public on demonstrating the uses and range of different cargo bikes on the current market.

The longitudinal research project started in 2020 drew to a close with final panels due to completing in April 2022. The initial findings showed that Covid-19 had a large impact on travel though largely patterns are returning to 2019 trends. The only long-lived impact was the proportion of the population now able to continue to work from home. While active travel had been seen to increase during the height of the pandemic, it was no longer viewed as the most convenient mode of transport, this convenience being the largest determinant of choice for any journey. A further report will be made to publish the complete findings and their application into future projects.

Transport Scotland funding provided an opportunity to run a targeted marketing campaign using the previously developed “Do The Ride Thing” theme. Using the tagline of “Be more shareful” the campaign focussed on the responsible use of shared facilities as many areas in the region saw high volumes of users with the ongoing restrictions of movement and social activities. The outcome of the campaign is detailed alongside GO e-Bike.



GO e-Bike

GO e-Bike is a regional e-bike share programme with a growing number of locations across the South East of Scotland. Launched in April 2017 with the aim of increasing usage and awareness of power-assisted cycling across the region and beyond, the programme supports community outreach charities, sustainability organisations, tourism and hospitality outlets, healthcare practitioners, and academic institutions. The programme also incorporates a public hire scheme at four sites in East Lothian and Midlothian.

During March 2021 final construction of the public hire scheme was completed at four stations, Eskbank, Jarnac Court, Musselburgh Train Station, and The Brunton Theatre. The system was launched in April 2021. East Lothian secured funding for two new non-charging stations in Musselburgh, which are due to be operational in early summer 2022 and further expansion of the scheme

The 'Do The Ride Thing' behaviour change media campaign, focussed on the sharing of our outdoor spaces with all users, continued throughout 2021. Using a mixed media approach of radio and podcast adverts, social media, online adverts, and public hoardings allowed for targeted contact across the region. The campaign ended with near 11 million impressions and a reach of just under 2 million. This resulted in the project returning click through rates at twice the industry benchmark.

(Insert GO e-Bike logo/ERDF/TS Logos)

Working in Partnership with Cycling Scotland

SEStran's Regional Cycle Training and Development Officer (RCTDO) continued to support Bikeability Scotland Local Authority Co-ordinators. Delivery rates of Bikeability Scotland to June 2021 demonstrated an increase from the previous year, with most areas returning to close to or in-line with rates prior to the Covid-19 pandemic. Some restrictions remained in place and these varied by area, limiting the capacity to deliver the programme in some Local Authorities. Training opportunities for adults were supported over the year. Cargo Bike Training was expanded through providing the opportunity for Cycling Scotland tutors to take part in the training and offer it out in more areas.

Capacity to deliver adult cycle training and Bikeability Scotland is being supported nationally with the provision of grant funding direct to delivery organisations and instructors.

(Insert Cycling Scotland logo)

Regional Rail Liaison Meeting

SEStran along with Transport Scotland, Network Rail, ScotRail and Cross Border Train Operating Companies (TOCs) continued to engage via the quarterly South East Scotland Regional Rail liaison meeting. The meetings centred on the key rail issues (timetabling, infrastructure development, accessibility and integration with other transport modes) within the SEStran region and are an opportunity to share information with key stakeholders to better understand problems, identify challenges and opportunities, and improve the delivery of rail services across the South East of Scotland.

East Coast Mainline Authorities (ECMA)

The Consortium of East Coast Main Line Authorities (ECMA) works to secure investment, improve the passenger experience, improve capacity and reliability, and shorten journey times on the East Coast Main Line.

ECMA is a cross-party group of Councils, Combined Authorities and Scottish Regional Transport Partnerships throughout the area served by the East Coast Main Line. Each has a responsibility for

enabling economic growth in their own sections of the line – the backbone of the UK economy. The Consortium allows members to speak with a single voice.

The East Coast Main Line is one of the UK's most strategic rail routes. Stretching more than 500 miles, from Inverness and Aberdeen, through key stops at Edinburgh, Newcastle, and York to London. A third of the UK population lives within 20 minutes of an East Coast Main Line station and together they deliver 41% of the UK's GDP.

Both SEStran's Chair and Partnership Director continue to represent the Regional Transport Partnerships (Tactran, Nestrans and Hitrans) with an interest in the east coast mainline as ECMA Vice Chair and Officer Group representative, respectively. Over the year, based on data from studies funded by the Consortium, the organisation has made a number of approaches to both governments to encourage increased investment in the line.

(Insert ECMA logo and rail image)

The GO SEStran Forth Freight Strategy

As part of the Programme for Government Transport Scotland launched the Local Rail Development Fund (LRDF), with £2,000,000 made available to fund projects that will enhance Scotland's rail connectivity. The LRDF aligns with Scottish Government's Rail Enhancement and Capital Investment Strategy.

The GO SEStran Forth Freight Strategy has been funded by Transport Scotland through the Local Rail Development Fund. The SEStran region is of significant economic value to the Scottish economy and is a major generator of freight movements.

This study looks to investigate existing freight movements, the barriers faced by multimodal freight terminals when trying to target and encourage customers to make the switch and evaluate the potential environmental benefits and commercial viability of sustainable freight/goods movements. It also acknowledges the key role that road freight plays and how it supports other modes such as rail freight. Therefore, interventions to support a more efficient road freight sector will also be explored.

This study has been delivered on behalf of SEStran and Forth Ports by consultants AECOM Ltd.

Using Scottish Transport Appraisal Guidance (STAG) principles, the aim of the study is to explore the development of sustainable multimodal freight gateways and potential for freight consolidation centres at key locations to maximise the sustainable movement of freight over regional, national and local movements.

The completed Case for Change was approved by Transport Scotland in December 2021 and work began on the Options Appraisal and sifting in February 2022, this work will continue over the next 6 months.

The Preliminary Appraisal will examine Individual Options and Packaged Options associated with helping promote more sustainable, efficient, and reliable freight movements for the SEStran area,

whilst helping promote the region as a competitive international freight hub. In-line with Transport Scotland's Guidance on Transport Appraisal (STAG) as well as being informed by best practice, each identified intervention will be robustly appraised against the identified Transport Planning Objectives (in the Case for Change), its perceived Strategic Fit, the latest STAG criteria as well as against Feasibility, Affordability and Public Acceptability.

In addition to the detailed evidence base as set out within the Case for Change informing the appraisal process are the outcomes of a significant and wide-ranging engagement process that has been undertaken with a variety of stakeholders and decision-makers across the SEStran region. The outcomes from this comprehensive stakeholder engagement have been invaluable in not only informing the appraisal of the overall deliverability of possible interventions but also in helping with the selection of interventions for the next stage of the appraisal process, which is Detailed Appraisal.

Newburgh Transport Appraisal

The Newburgh Train Station Group (NTSG), South East Scotland Transport Partnership (SEStran) and Fife Council, with the support of SYSTRA Ltd, are working together to develop proposals to improve sustainable transport to and from Newburgh.

The project builds on work already undertaken by the NTSG and focusses on improving links to and from Perth, Edinburgh and Fife. It follows the Scottish Transport Appraisal Guidance (STAG).

The first stage in the process was to prepare an evidence-based 'Pre-Appraisal' (Case for Change). This collated relevant socio-demographic and transport information for the study area, developed specific Transport Planning Objectives (TPOs) for the wider study, and collated an initial list of potential interventions that might address the identified problems and opportunities.

The next stage of the STAG process the 'Initial Appraisal', which was completed in December 2020. This evaluated the potential interventions in more detail by qualitatively assessing them against the five STAG criteria of Environments, Economy, Safety, Integration and Accessibility/Social Inclusion. The appraisal also considers the options in the context of Feasibility, Affordability, and Public Acceptability.

The outcomes and conclusions of the third and final stage of the study, the 'Detailed Options Appraisal', are currently under consideration by Transport Scotland. The Detailed Appraisal Report assessed the interventions in greater detail against the STAG criteria of Environment, Economy, Safety, Integration and Accessibility/Social Inclusion and also considered the options in the context of Cost to Government and Risk and Uncertainty. The Detailed Options Appraisal Report and Executive Summary can be viewed on the project website below.

<https://newburghsustainabletransport.co.uk/>

Levenmouth Rail Link

SEStran has supported the Levenmouth Reconnected project, which guides the development of the new Levenmouth rail link and associated bus and active travel transport linkages. The Levenmouth rail extension, involving a new stop and station at Cameron Bridge as well as the new station at Leven, is due to be operational in 2023. SEStran's involvement in the project has been consistent since the initial Sustainable Transport Study was undertaken by Transport Scotland on the re-opening of the Levenmouth rail link.

During 2020-21, SEStran commissioned work, in partnership with Fife Council, to identify funding for a feasibility study for Mobility Hubs within the Levenmouth Reconnected project, following on from the publication of SEStran's Mobility Hubs Strategic Study published in Spring 2020.

Parts of the Levenmouth area are currently ranked amongst the most deprived in Scotland (Scottish Index of Multiple Deprivation - SIMD 2020). Easier and more sustainable travel options will make it easier for people to reach hospitals, schools and visit other areas of the country as well as giving better access to Levenmouth and SEStran's involvement over the past year has focussed on ensuring that connections between different transport modes are maximised.

<https://www.transport.gov.scot/news/levenmouth-on-track-for-rail-investment/>

International Projects

Throughout 2021/22, SEStran continued to participate in EU funded projects, progressing and testing innovative solutions for Mobility as a Service, shared mobility, last mile / urban freight, smart and secure freight consolidation, as well as reviewing the effectiveness of regional transport policies implemented during Covid-19 travel restrictions. Working closely with European partners and contributing gained knowledge and ideas is of immeasurable benefit to the delivery of SEStran's RTS and the transport system in the region. SEStran's involvement in EU funded activity is agreed until project conclusion (mostly in 2023) and funding is underwritten by UK Treasury.

PriMaaS – Prioritising Mobility-as-a-Service (an Interreg Europe project)

The PriMaaS project focuses on 'prioritising low carbon mobility services to improve accessibility of citizens'. SEStran is representing the region in a consortium of ten European transport partners to promote Mobility-as-a-Service (MaaS) through policy development.

SEStran's role is to facilitate Regional Stakeholder Meetings to assess current levels of transport integration and identify barriers to the widespread adoption of MaaS. SEStran worked closely with MaaS Scotland to bring together stakeholders to provide regional representation. This has helped establish a baseline of MaaS levels in the region, and exchange best practices with project partners. This work will inform the development of an Action Plan to promote MaaS in the SEStran region and support the development of the new Regional Transport Strategy.

More information can be found on: <https://www.interregeurope.eu/primaas/>

CONNECT – Connecting North Sea Region’s TEN-T nodes and supporting intermodal freight movement in the North Sea Region through smart efficiency enhancements

The overall project objective is to support ‘smart intermodality’ growth in the North Sea Region, through efficiency enhancements in and around port areas. The project focuses on implementing new ‘smart’ technology processes, working tools, and developing strategies for using smart efficiency enhancements in freight movement. SEStran is leading on a work package based around marketing and communications.

More information can be found on: <https://northsearegion.eu/north-sea-connect/about/>

SHARE-North – Shared Mobility Solutions for a Liveable and Low-Carbon North Sea Region

The SHARE-North project promotes shared mobility as a form of sustainable transport and a viable alternative to private car ownership. SEStran has continued to support shared mobility through Tripshare SEStran and GO e-Bike.

SEStran has also actively promoted Mobility Hubs, a concept that originated in the City of Bremen, the lead partner in SHARE-North. Mobility Hubs are centrally located points where shared modes of transport such as car clubs or (e-)bike-sharing are integrated with public transport. Mobility Hubs provide information on transport and the local area, and often provide seating and additional placemaking elements, making them supportive of everyone and everyday journeys. Mobility Hubs can easily be identified by their branding.

As part of the SHARE-North project, Mobility Hubs have expanded to Norway, Belgium and the Netherlands, and SEStran has been working with Local Authorities to promote and develop the concept in the South East of Scotland, and to identify locations where Mobility Hubs could add value to everyday travel. The SEStran Strategic Mobility Hub study applies the learning from SHARE-North to the SEStran region.

During 2021-22, work focussed on supporting East Lothian Council through the preparatory stages and branding for Scotland’s first Mobility Hub, in Musselburgh. This work builds upon the Transport Scotland funded Mobility Hubs Strategic Study published by SEStran in Spring 2020.

More information can be found on: <https://mobihubs.eu/> and <https://share-north.eu/>.



SURFLOGH: Sustainable Urban Logistics Hubs

Edinburgh Napier University and the South East of Scotland Transport Partnership (SEStran) through the SURFLOGH project have been examining the provision of urban sustainable logistics such as sustainable last/first mile solutions, consolidation depots, locker systems and mobile consolidation options served by cycle logistics, drones, automated vehicles and electric vans.

Smaller volume and shorter distance freight movements driven by the macro online/internet shopping trend are an increasingly important component of the logistics mix, an importance that has only been heightened by the Covid-19 pandemic and resultant lockdown. If the main transport mechanism for the 'urban' logistics movements remains HGVs and the 'white van' powered by an internal combustion engine, then as the volume of business grows the negative externalities (congestion & emissions) will also grow.

To build a more sustainable transport system an understanding of when and how businesses and consumers can be encouraged to switch to more sustainable modes of freight transport is extremely important to transport policy development. This not only relates to focusing on the last mile but also presents opportunities to examine the potential to produce modal shift from earlier stages in the supply chain, and thereby utilising the first mile as the only mile.

The next stage of SURFLOGH will look at combining the first phase outputs based on the project pilots and research, building on ideas of consolidation centres, locker systems, delivery vehicles and locally/community focused networks and linking up local businesses with a wider community focused clientele, and local government with the ability to offer a range of local produce combined with 'out of area goods' consolidated and delivered in one package.

The development site at Perth West⁴ will be used as a location for this work. Stage one of Perth West includes a city consolidation/last mile delivery centre and a mobility hub. These will be connected physically and digitally to an active travel programme leading to a series of established communities land the city centre. An extension of the Broxden Business Park and a new housing neighbourhood also form part of stage one.

The aim is to connect all these uses to a smart renewable energy network. This will be Scotland's first green, city 'living lab'.

More information can be found on: <https://northsearegion.eu/surflogh/about/>

[INSERT SURFLOGH LOGO/IMAGE/INTERREG LOGO]

BLING: Blockchain in Government

In 2018 SEStran entered the EU Interreg North Sea Region project Blockchain IN Government (BLING). BLING builds upon the substantial investments by the EU, national governments, corporations, SMEs, and wider networks to provide one of the first dedicated platforms to bring

⁴ <https://www.perthwest.com/>

blockchain into local and regional services. BLING provides a unique combination of public authorities, knowledge institutions and SMEs who will work to accelerate the adoption and deployment of blockchain across the NSR in order to enable the creation and delivery of the next generation of smart services for citizens, governments, and SMEs.

The South East of Scotland Transport Partnership collaborated with the Centre for Design Informatics at the University of Edinburgh, exploring opportunities around Blockchain technology developing practical transport focused applications for the technology with the development of a pilot project in the South East of Scotland. The pilot project, GeoPact, uses prototyping ways to create Location Based Smart Contracts - agreements about the location and relations of smart objects in space that allow conditions such as proximity or co-location to trigger actions like financial transfers or opening physical locks. These systems are backed with blockchains, to explore new techniques for make location data secure without being invasive. The pilot ran a series of tests looking at the possible use of technology in the logistics sector.

In the next phase of the project SEStran will build on the conclusions of the GeoPact project, identifying and evaluating opportunities and challenges to the wider implementation of blockchain technology, smart contracts, and distributed ledger technology, in local government within the Scottish policy landscape, with a particular focus on the impact on transport. This work will be complete by December 2022.

More information can be found on: <https://northsearegion.eu/bling/>

[INSERT BLING LOGO/IMAGE/INTERREG LOGO]

REGIO-Mob (Extension): (an Interreg Europe project)

REGIO-Mob is an Interreg Europe project that ran from April 2016 to March 2020. In September 2021, it was approved funding for additional activities (under Interreg Europe's 5th call for additional activities) in response to the COVID-19 pandemic. The REGIO-Mob extension seeks to exchange best practices around sustainable mobility measures that were adopted across the partners' regions in response to the COVID-19 pandemic.

During 2021 meetings were held online to identify sustainable mobility good practices implemented in response to COVID-19 across all the project partners.

Five good practices in the SEStran region have been identified and were submitted to the lead partner:

- Bus Priority Rapid Deployment Fund
- Spaces for People programme
- DRT proposed trial
- South East of Scotland Transport Transition Group
- Thistle Assistance mask exemption sticker

To facilitate exchange of good practice knowledge three meetings are arranged to allow presentations on these good practices. Partners from Poland and Romania shared their experiences in March 2022 and further exchange events in Slovenia and Edinburgh are planned.

DRAFT

Appendix: Annual Accounts and Reports

Annual Accounts

SEStran's Annual Accounts can be accessed online here:

[INSERT LINK TO ACCOUNTS]

Climate Change Report

Part four of the Climate Change (Scotland) Act 2009 places duties on public bodies to act in the way best calculated to contribute to the delivery of emissions reduction targets, to help deliver any statutory climate change adaptation programme, and in a way that they consider is most sustainable. The act came into force on 1 January 2011. Following the introduction of an Order by Scottish Government in 2015, all 151 public bodies that appear on the 'Major Player' list must submit an annual report to the Sustainable Scotland Network (SSN), detailing their compliance with the climate change duties.

[INSERT LINK]

Public Services Reform Act

The Public Services Reform (Scotland) Act 2010 (Sections 31 and 32) imposes duties on Scottish public bodies to publish financial information as soon as is reasonably practicable after the end of each financial year. This statement is produced annually by the South East of Scotland Transport Partnership (SEStran) to ensure compliance with the requirements of the Act. It can be accessed online here:

[INSERT LINK]

Community Empowerment Act

SEStran is a listed public authority under the Community Empowerment Act and one of our duties under the Act is to consider requests from the community. Participation Requests can help groups from the local community (a community-controlled body) to liaise with SEStran and other listed authorities on improving issues in an area. We welcome requests from groups that can aid SEStran in delivering its strategic functions in the South East of Scotland. To gain more information on how to place a request, please follow the link:

sestran.gov.uk/corporate/participation-requests/

Public Records Act

SEStran is required under the terms of Section 1 of the Public Records (Scotland) Act 2011 to produce a Records Management Plan, setting out proper arrangements for the management of its records and to submit this to the Keeper of the Records for approval. SEStran submitted its RMP in January 2011 and it is available here:

sestran.gov.uk/wp-content/uploads/2017/06/SEStranRecords-Management-Planv2.0.pdf

[CONTACT INFORMATION (BACK PAGE WITH COVER GRAPHICS)]

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SEStran RTP Revenue Funding Survey Response

As part of the Transport Governance Review we have committed to reviewing the Regional Transport Partnerships (RTPs) Revenue Grant and how this is allocated between RTPs. For clarity, this refers to the grant funding provided to the RTPs on an annual basis for the Approved Purpose as set out in the grant letter, Regional Transport Partnership (RTP) running costs and implementation of the Regional Transport Strategy (RTS). A number of factors were taken into consideration when the allocation of the RTP Revenue Grant was set in 2006, including core running costs and the level of constituent local authorities funding; and transitional costs, however, there is not a set formula for the Revenue Grant allocation. Given the time that has passed since the split was established and the changes to the transport governance landscape, we must ensure that split of the funds is still appropriate and is formulated on an equitable and transparent basis. The deadline for responding to the survey is 26 August 2022. Anyone wishing to discuss the survey prior to submitting should contact rebecca.vaughan@gov.scot or joanne.gray@gov.scot

1. Please provide the name of the organisation on whose behalf you are completing this questionnaire.

South East Scotland Transport Partnership (SEStran)

2. How is the Scottish Government Revenue Grant used and is it specifically allocated to areas of your expenditure?

The entirety of SEStran's Scottish Government grant allocation of £782,000 in 2022/23 is absorbed by core costs, which include running costs, core statutory functions and implementation of the of RTS.

3. What are the average annual core running costs of the Regional Transport Partnership? Please provide detail on what you include as core costs and breakdown of the main components.

The average annual core costs of SEStran are £972,000. Core costs are met by both Scottish Government grant and Council requisitions. Costs provided below are from the year 2022/23.

SEStran Core Costs 2022/23	£000's
Employee costs (Salaries, NI, Pension, Training...)	462
Premises costs	17
Staff travel	8
Supplies and services	111
Support (Finance, Legal, Audit, Clerking)	61
Core functions (RTS monitoring, RTPI system, Equalities)	165
Implementation of RTS	148
Total Core Costs £000's	972

4. What revenue funding do you receive from your constituent council/councils? Please provide breakdown by council.

The Council requisitions for the current financial year 2022/23 are as follows:

Council	Requisition
Clackmannanshire	£6,039
East Lothian	£12,704
Edinburgh	£62,123
Falkirk	£18,905
Fife	£44,050
Midlothian	£10,968
Scottish Borders	£13,568
West Lothian	£21,643
Total	£190,000

These figures meet the balance required for SEStran's core costs and functions, and are the figures that represent what SEStran is entitled to require from the councils in terms of s.3 of the 2005 Act. Other contributions are received from the councils in respect of specific projects.

SEStran's Revenue Budget is split into 'core' and 'projects.'

5. Is there a negotiation process for this funding each year? Does your council's responsibility to fund the net expenses of the RTP as set out in section 3 of the Transport (Scotland) Act 2005 inform any negotiation?

The process of finalising the level of council requisition each year is led by discussions at the Chief Officers' Liaison Group, which precedes finance papers being taken to the Partnership's Performance and Audit Committee and Board. Given that the level of Council requisitions reduced by 5% in 2017/18, and has stayed at the same level in every financial year since then, there has been little need to 'negotiate' with the councils in recent years.

There have however been instances where it has been necessary to remind some constituent councils of the legal requirement to fund the balance of the RTP's budget in terms of section 3 of the Transport (Scotland) Act 2005, in the face of challenge around their level of requisition. Local authorities have been, and continue to be, under increasing financial pressure in respect of their own budgets, and this has had a disproportionate effect on their transportation spend.

6. Has this level of funding changed since RTP establishment? If so, please explain.

Over the last ten years, the level of council requisitions has decreased in actual terms by 15%. From £225,000 in 2011/12 it first decreased to £200,000 in 2012/13. This remained constant at £200,000 until 2017/18, when it was further reduced to £190,000 and this has remained consistent since. This amount been compounded by the impacts of inflation over this period, leading to a greater real terms reduction.

The Scottish Government grant has been at a stand-still level since 2010. The cumulative impacts of inflationary pressures¹ mean in effect the annual budget of £782,000 has decreased the value to an equivalent of £600,723 against the 2010 level.

7. Do the council contributions reflect the level of commitment to the RTP work in the region and/or does it reflect a council's voting share on the RTP Board? If the council contributions are based on another criteria please explain.

Council requisitions are based on population size. Using level of commitment to RTP work in the region would be highly contentious even if it could be ascertained: voting share on the RTP Board would be a blunt instrument as the maximum number of Board members from any one council is five (City of Edinburgh) with the smallest (Clackmannanshire and Midlothian) having two.

It has been demonstrated in the past that partner councils get significantly more out of their respective requisitions from SEStran investment and activity than they put in. Analysis of the leveraged benefits from the RTP was carried out in 2015 (see Appendix 2).

8. Do you receive capital funding from your constituent council/councils? If so, what level and is this ring-fenced for particular projects.

SEStran does not currently receive capital funding from constituent Councils.

9. What revenue funding do you receive from other sources (e.g Transport Scotland, EU, revenue generating services)? Has the level of funding changed over time? Please provide a breakdown of all funding by source for the latest financial year.

SEStran has been successful in attracting and leveraging additional funds, and this is particularly the case in 2022/23, from competitive, annual funding sources. Funds are sought to deliver a wide range of studies, trials, projects and regional services that further RTS objectives.

EU funding sources have represented a significant source of income for developing innovative transport projects for the SEStran region, however this is a declining source of funds, with no equivalent source available to RTPs.

Income in 2022/23 cannot be considered illustrative of future potential income. Funds have been obtained from the following sources:

Funding source	2022/23 £'000s
Transport Scotland (MaaS Investment Fund)	212
Transport Scotland (RTP Active Travel fund)	597
Transport Scotland (LRDF)	52
Sustrans Scotland (for disbursement to SEStran partners)	167
EU Interreg North Sea Region (Bling, Connect, Share-NORTH, Surflogh)	142
Interreg Europe (PriMaaS, Regio-Mob)	75
Scottish Enterprise	45
Total	1,290

Other sources of income, fully utilised by activity	2022/23 £'000s
Thistle Assistance Recharge to other RTPs	13
ECMA contributions from RTPs	13
Council agreements for Bus Partnership activity	110
RTPI systems and screen maintenance recharges	20
Total	156

Where SEStran recharges partner RTPs for the delivery of joint functions including East Coast Mainline and Thistle Assistance Scheme, it is agreed in the interests of achieving economies of scale and efficiencies.

SEStran applies recharges to partners and external stakeholders for the delivery and maintenance of regional systems for example the Real Time Passenger Information (RTPI) system, and in return Council and transport users benefit from a joint NovusFX (RTPI data management system) procured on behalf of the region. The RTP can deliver significant efficiency and avoids individual Council contracts and arrangements which would be inefficient and costly.

SEStran on occasion enters into agreements with partner Councils for the delivery transport functions where efficiency can be achieved, or as support to partner Councils experiencing resource pressures; this is in accordance with section 14 of the Transport (Scotland) Act 2005.

10. What capital funding do you receive from other sources (e.g Transport Scotland, EU)? Has the level of funding changed over time? Please provide a breakdown of all funding by source for the latest financial year.

SEStran does not receive any capital funding.

SEStran's income has to a large extent depended on external resources and has been successful in leveraging in other funding from sources other than the 'core' Scottish Government grant and council requisitions.

SEStran receives project funding to implement projects in respect of delivery of the RTS, this does include in some cases the purchase of assets, such as RTPI asset, that enable activity to be rolled out.

EU funding is predicted to fall drastically over the next two years, as remaining projects are concluded.

There is currently no apparent replacement of that funding source by UK or Scottish Governments. Such new funding as there is cannot be accessed directly by RTPs, e.g. Levelling Up Fund, Transport Scotland's Bus Partnership Fund.

11. How much resource, staff time and cost, does your organisation put into bidding for capital funding and are there any barriers to accessing additional capital support?

Noting SEStran bids for project funds, rather than 'capital' funds, it is difficult to quantify how much staff resource, time and cost, is required for bidding for funding. However, as an example, the bid to Maas Investment Fund (MIF) Round 2 required the engagement of external consultants and the likely cost for that external resource would be in the region of £25,000.

One strength of the RTP is being able to target internal resource to bid or develop a project on behalf of more than one partner Council; this is a more efficient mechanism that up to eight Councils separately developing a project, and is employed for example with Active Travel funds, Can Do Innovation funds (Scottish Enterprise) and Local Rail Development Fund (Transport Scotland). These are competitive funding streams, where

there is no guarantee of success, and require significant internal resource in order to bid which can limit some Councils' ability to bid.

12. What factors should be prioritised in any future allocation of revenue grant? (Please rank below on a sliding scale of 1-5 (with 1 = not significant at all and 5 = very significant))

Population	5
Area	1
RTP Responsibilities	4
RTP Model	3
Regional Transport Strategy Production Costs	4
Social Deprivation in Region	4

13. Please provide any further information on what factors should be considered as part of any future allocation, supported by evidence where possible.

The following factors are, in our view, more valid factors to be considered in any allocation and some associated regional statistics are included in the supporting Appendix 1:

- Vehicle numbers - (Appendix 1, Figure1);
- Congestion statistics - (Appendix 1, Figure 2);
- Pollution levels – (Appendix 1, Figure 3);
- Rate of Growth – the SEStran region is predicted to grow in population and development terms, more than any other Scottish region over the next ten years – (Appendix 1, Figures 4, 5 and 6);
- Edinburgh's status as a capital city and one of the country's biggest visitor attractions means a greater generation of journeys to it, further exacerbating traffic issues;
- The complexity of interfacing with various Growth Deals including one of the country's biggest City Region Deals which affects six out of eight constituent councils;
- Transportation issues generated by Edinburgh Airport, the busiest airport in the country;
- Complex freight logistics issues involved in traffic around the Forth Estuary.

14. Please provide the number of staff employed by your RTP.

Permanent	Temporary	FTE
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Funded by SG Revenue Grant	9*	1	8.9
Funded by Local Authority			
Funded by other funding e.g. project specific grants		1	
Total Staff	9	2	10.9

*This includes one 0.4 FTE consultant

15. Please provide any further information on staffing that is relevant to this Review.

N/A

16. What do you consider the main role and responsibilities of your organisation. How does your organisation add value to transport landscape in your region?

The principal statutory responsibilities of SEStran as a Model 1 RTP are to a) set out, and keep updated, a RTS, and b) monitor its implementation.

In reality, in the 17 years since it was created SEStran has done much more than that. It has, for example:

- Provided a co-ordinating role for the 8 councils in its area, providing economies of scale where possible for region-wide initiatives such as Tripshare, Bikeability, Active Travel Strategic Network development, GO e-Bike;
- Rolled out region-wide projects which have benefitted the area as a whole, for example the delivery of a Real Time Passenger Information including data management, on-board ETMs for rural services and provision of fixed screens at transport interchanges and hubs across the region;
- Commissioned studies and STAG appraisals for individual authorities, providing extra resource to do so where councils would have struggled to do so, e.g. Levenmouth Rail Study, leading to evidence-based investment in a new railway line;
- Commissioned region wide strategic studies, e.g. Park and Ride, Mobility Hubs, Demand Responsive Transport, to provide coordinated regional prioritization of efforts;
- Provided model terms of reference and standardised approaches, for example to ensure efficient set up of Bus Alliances in the region;
- Provided an additional transport professional / expert resource which can be brought to bear on cross-council activity, e.g. project management, and regional coordination for Bus Partnership work with the various alliances;
- Leveraged in external funding from the EU and other sources for delivery of shared RTS activity – including this year, £2.13m in the past 5 years;

- Coordinated cross RTP action that benefits the region and other RTP areas, for example representing RTPs in ECMA, developing, administering and advancing the Thistle Assistance Scheme;
- Providing regional comment and advice to Scottish Government Agency during national consultations on transport issues relating to NPF 4, NTS2, STPR2
- In general, taken a proactive role to ensuring the RTS is delivered by commissioning its own work in the context of falling investment in transportation services from the constituent councils.

17. Has this role changed since the RTP were established? Please explain your answer.

When SEStran was established as a statutory body, it was in reality a continuation of the previous voluntary partnership between constituent Councils which had existed in the region. Its principal role other than the statutory responsibilities described above was to distribute capital funding to its constituent councils in pursuit of its strategic objectives.

The removal of the capital funding in 2007 from RTPs, and chronic underfunding of transportation services by councils as successive rounds of austerity cuts forced them to prioritise funding elsewhere, has made the role of RTPs as enablers and deliverers of those strategies ever more crucial.

As set out in the previous answer, we believe that the RTP role has become integral to the delivery of national, regional, and local transport strategies, a fact reflected for example by SEStran's involvement in the Transport Transition Group during the pandemic.

18. What impact would a 3% cumulative efficiency target over the three years of the Spending Review Period have on your RTP?

Any cuts must be considered against the context of wider budgetary pressures on the organisation. The impact of a 3% cumulative efficiency target over three years would be:

In Year One

- a reduction in leveraged activity, affecting delivery of regional projects and active travel projects that benefit all eight partner authorities.

In Year Two

- further reduced ability to pursue the Regional Transport Strategy actions and new funds,
- a reduction in the scale and pace of delivery of active travel projects,
- reduced investment into the RTPI scheme and maintenance, which could lead to a funding shortfall that requires to be met by constituent councils.

In Year Three

- staff redundancies, creating a liability for constituent councils in respect of meeting redundancy payment obligations,

- a significant reduction in scale and pace of delivery of the SEStran active travel programme including SEStran Strategic Network Development and GO e-Bike,
- reduction in the scale and maintenance of the RTP system, reducing coverage and affecting public transport passengers.

19. Do you have efficiencies identified that you could propose if required?

SEStran has already planned for a significant reduction in availability of EU funding after 2022/23 and has also budgeted for other pressures, such as a mandatory uplift in the pension contributions until end 2022/23, following actuarial review, and increasing salary costs.

Additionally, SEStran has managed an actual reduction in council requisitions alongside a real-terms reduction created through inflationary pressures; no further efficiencies can be easily identified.

20. How would these savings impact on the RTPs ability to cover its core costs or fulfil its duties under the Transport (Scotland) Act 2005?

There is little prospect of SEStran delivering the extent of its current core programme to support local authorities and regional transport users with any further core cuts. The cuts would reduce the effectiveness of the RTP and RTS.

21. Please provide any additional information that you feel has not been covered in the above questions that will help provide a greater understanding of how the RTP Revenue Grant should be allocated going forward

Whilst each of the Regional Transport Partnerships (RTP's) will all have individually undertaken to complete the survey there are a number of points which need to be made.

As you are aware the Transport Governance report was published by Transport Scotland in 2019. The recommendations from the roles and responsibilities working group reported by Jacobs recommend that "our future governance arrangement should be on some form of regional model."

On this basis of this recommendation, we would have expected Transport Scotland to have given serious consideration to what roles and responsibilities the RTP's would have in this future model of transport governance and carried out a review of what funding was required. This would have enabled roles and responsibilities of the RTP's to have been considered and would have enabled the funding requirements to deliver these to be identified.

RTP's have been communicating with TS for some time on how they feel they can assist TS to accelerate the delivery of the changes needed to meet the significant transport challenges facing Scotland. However, the funding available to RTP's has been reducing in real terms since 2010. With a standstill budget since 2010 there has effectively been a reduction of approximately 25% in the real terms value of the funding made available to the

RTP's from Scottish Government. Therefore, the ability to deliver core functions is already seriously compromised.

The response to question 12 will result in a wide variation of answers from RTP's given the complex and diverse nature of the seven RTP regions. We would welcome a more detailed joint discussion with Transport Scotland on the factors which fairly reflect the different transport needs across the partnerships.

To conclude, rather than just the redistribution of RTP funding we would have welcomed a wider discussion on the future role of Regional Transport Partnerships and the funding required to perform those functions to best meet the significant challenges identified in the NTS.

Appendices included:

- Appendix 1. Analysis of regional changes in transport pressures and context
- Appendix 2. Item A5.1 Budget Support Paper presented to SEStran Partnership Board, 4 December 2015

Page Break

Appendix 1

RTP Funding Questionnaire

Key Statistics

The number of cars registered per capita old enough to drive is highest in the Scottish Borders as illustrated in Figure 3.21. The lowest levels of car registrations per head of population are in Edinburgh and it has also saw the slowest rate of growth in car ownership over the period between 2012 and 2018 at just 1.5%. Midlothian has experienced the highest rate of growth with car registrations increasing by 8% over the same timeframe. Despite having the highest levels of ownership the Scottish Borders has witnessed the second slowest rate of growth at just 3.1%.

Road traffic in the region has also increased in recent years rising 11% between 2010 and 2018 as illustrated in Figure 3.22. The largest increases have been in East Lothian (18%), West Lothian (13%) and Falkirk (13%). Almost a quarter of the total traffic in the region is in Edinburgh (24%) whilst a similar amount is in Fife (23%) which combined account for nearly half of all traffic in the region.

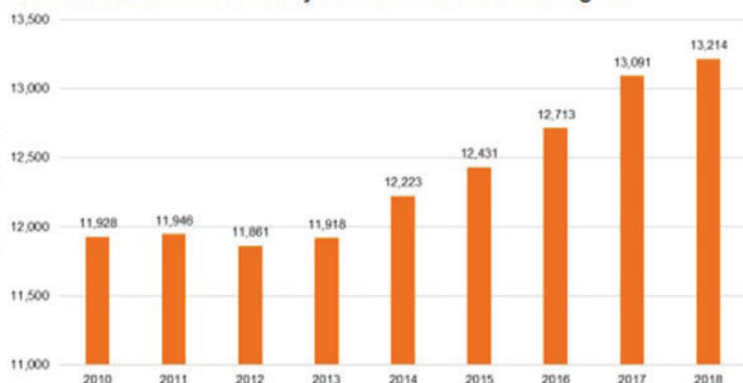


Figure 3.21 Traffic on Roads in SEStran Region 2010-18

Road Traffic (Extract from [SEStran](#)

[Regional Transport Strategy – Case for Change](#)

Figure 1

Congestion Statistics (Extract from [SEStran-Main-Issues-Report.pdf](#))

Journey time reliability is poor

The region's strategic road network offers very limited route choice; in part as a result journey time reliability is poor on many key routes.

The SEStran Regional Model highlights significant base year **congestion** (2017) in some locations on the strategic road network in both morning and evening peak periods. Key hotspots are shown below and include:

- The majority of the western section of the A720 City Bypass;
- Hermiston (M8) and Sheriffhall (A720) roundabouts;
- The Queensferry Crossing north and south approaches; and
- The A8 corridor in the vicinity of Edinburgh Airport.

It is notable that several of these key hotspots are on the transport corridors that serve some of the major development proposals in the region.

The City Bypass can be a major barrier to north / south movement across the corridor. Proposed grade separation of Sheriffhall Roundabout will improve connectivity to and from Midlothian but in the meantime significant delays result. Residents in East Lothian are also directly impacted by the **congestion** at this roundabout.

Within Edinburgh, the A90 Queensferry Road is by far the busiest corridor, carrying twice the volume of the A8. Public transport reliability is poor, with long delays in both morning and evening peaks. Traffic volumes have changed over many years with the majority of traffic now heading towards Telford Road and north Edinburgh, rather than the city centre. This reflects the poor level of public transport provision to the waterfront area, from locations Fife and West Lothian, compared with the city centre.

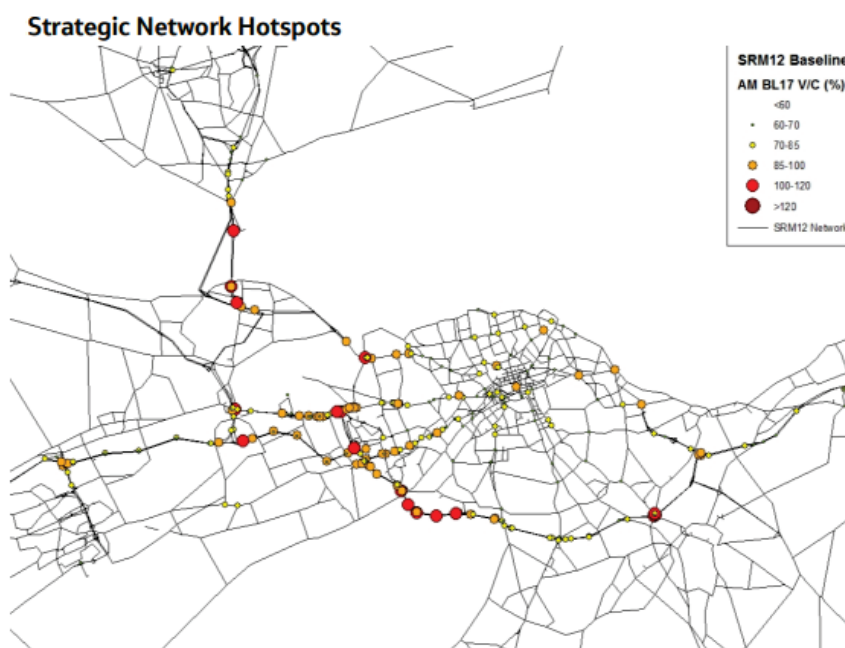


Figure 2

Pollution Levels ([SEStran Regional Transport Strategy – Case for Change](#))

3.8 EMISSIONS & AIR QUALITY

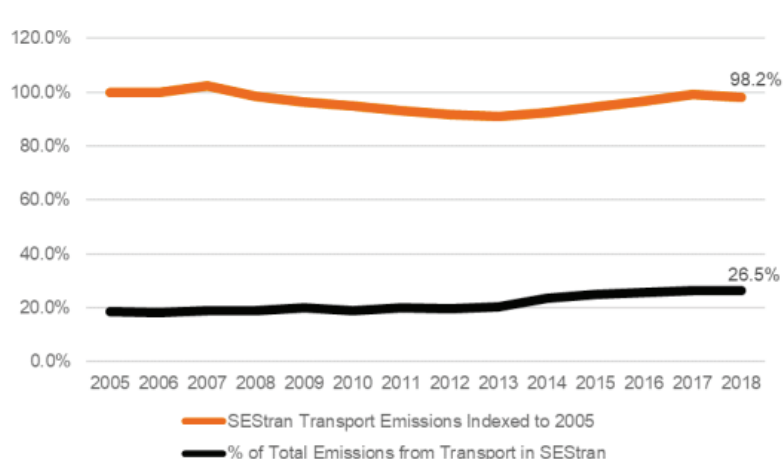


Figure 3.31 Transport Emissions in SEStran Region 2005 – 2018

Transport emissions¹ in the region fell between 2005 and 2013 but have since been steadily rising again and in 2018 were sitting at 98.2% of 2005 levels as illustrated in Figure 3.31. The percentage of total emissions from transport has also been increasing from 18.5% in 2005 to 26.5% in 2018. Road transport was responsible for 97.0% of total transport emissions in 2018. This highlights the need to reduce emissions from transport, particularly road transport, to meet the Scottish Government's statutory target of net zero emissions by 2045.

Air quality in much of the SEStran area is good, but there are 16 locations at which pollution levels exceed thresholds and Air Quality Management Areas (AQMA) are currently in place. All but one of these AQMAs have been declared primarily because of pollution from road vehicles.

Figure 3

Population Levels (Extract from [SEStran-Main-Issues-Report.pdf](#))

Key Highlights are

The region's population is growing and ageing

The regional population grew by 12% from 2001 to 2018 (to 1.6M people), inevitably contributing to increased demand for travel.

In the same period, the proportion of people of pensionable age (65 and over) grew by 31%, whereas the number of people aged under 16 was almost unchanged.

SEStran Region Population Growth 2016-2026

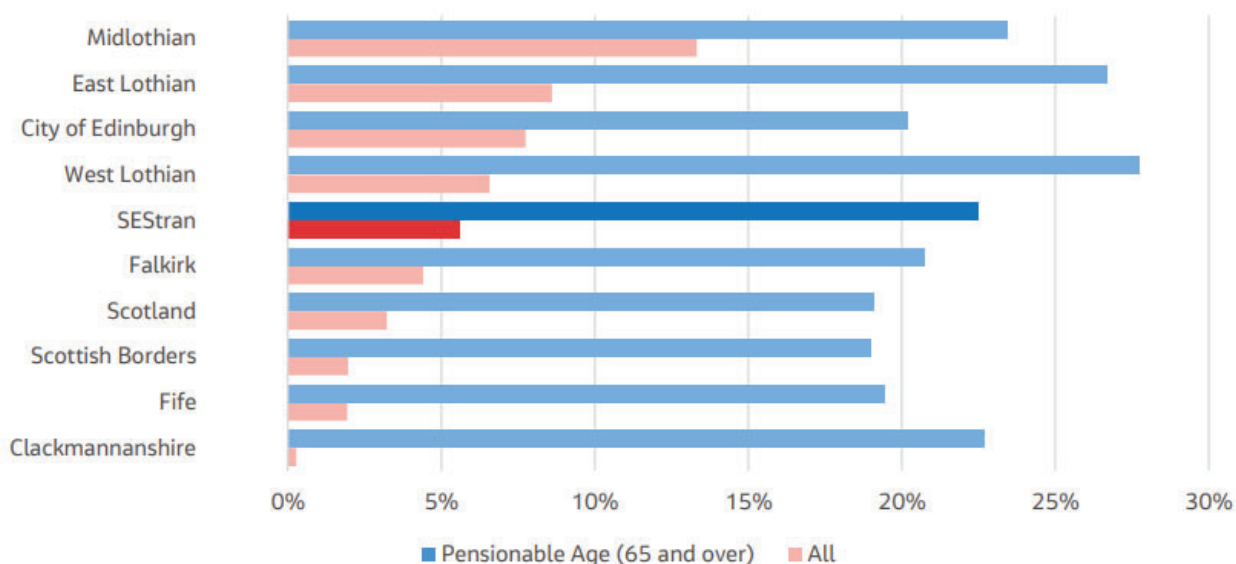


Figure 4 Rate of Growth (Extract from [SEStran-Main-Issues-Report.pdf](#))

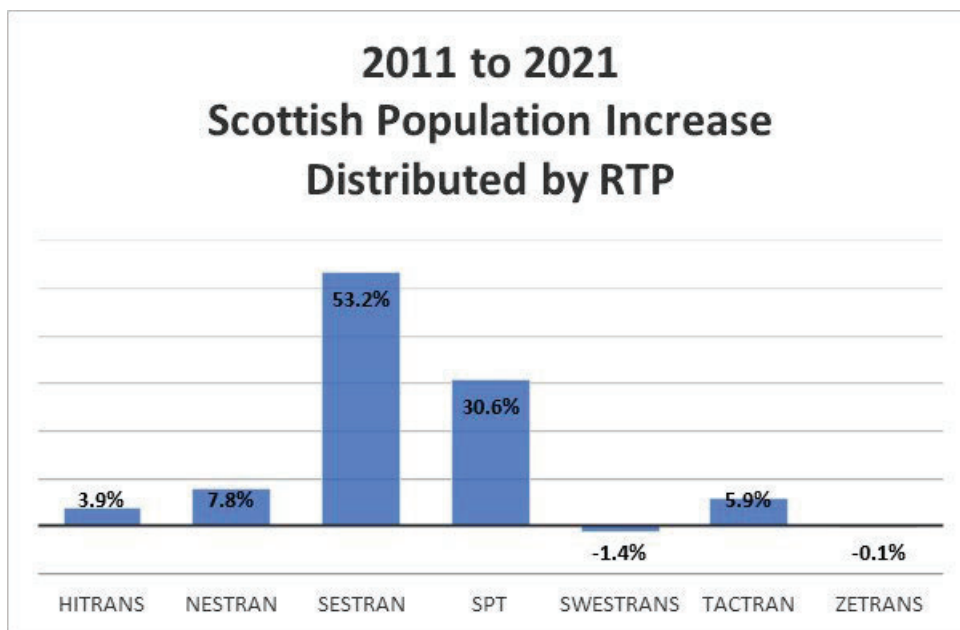


Figure 5 Population Increase 2011 to 2021 (Data source NRS)

Funding

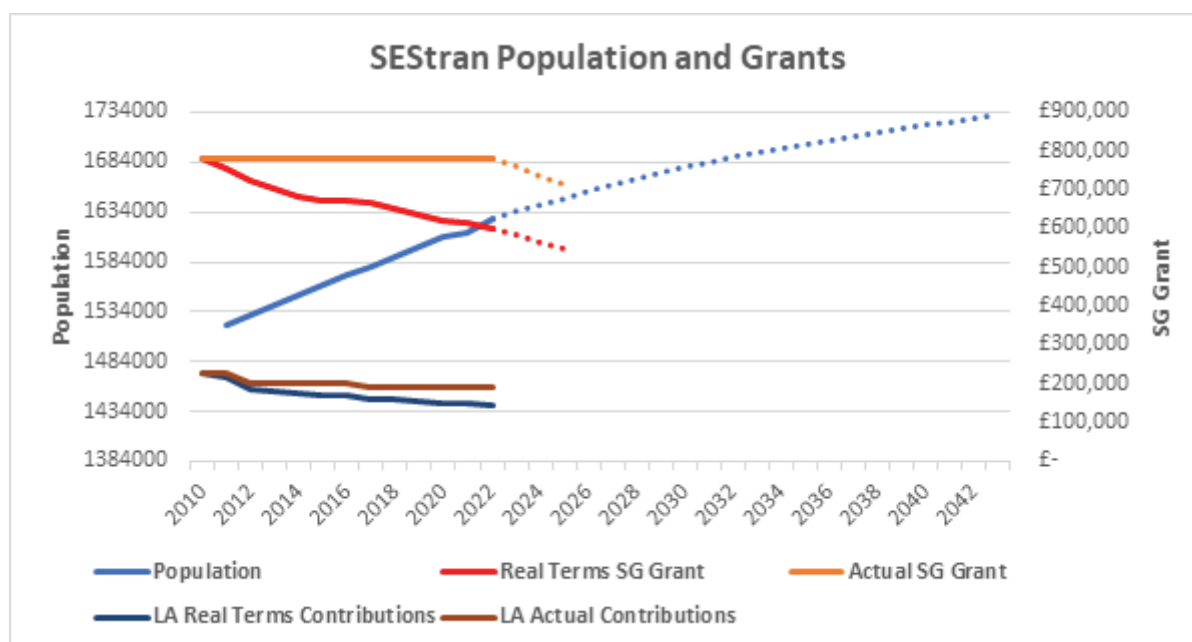


Figure 6 Population Increase 2010 to 2042 (Data source NRS)

Relevant factors to be considered in allocating RTP funding

The following extracts are from the draft [new Regional Transport Strategy](#) ([2022-03-18-Item-A5-Regional-Transport-Strategy-2035.pdf \(sestran.gov.uk\)](#)) and highlight:

- the geographical coverage across the region to impact on and achieve the 20% car kilometre reduction:
- the need for improved transport to connect to deprivation areas to tackle inequalities.

These are factors that should be included in determining the allocation of resources across the RTP's

Theme 1 - Reducing car-km and car mode share

- Aside from travel into central Edinburgh, car is very much the dominant mode across the SEStran area. A 'whole-region' approach is therefore required if the level of car km and associated emissions and energy usage is to be reduced – targets are unlikely to be met by incremental infrastructure improvements only.
- Edinburgh is home to around 45% of the region's jobs, so 55% of commuting by residents of the area does not involve Edinburgh – commuting between non-Edinburgh SEStran local authorities has a 90%+ car mode share. Reducing car-based commuting to Edinburgh's suburbs and into the region's other major settlements and employment centres is a key priority.
- Car-based commuting from outside Edinburgh into Edinburgh's suburbs in particular contributes heavily to congestion and emissions in the city. Other than on the corridor of approach, public transport connectivity around Edinburgh's suburbs is poor – more direct connections and improved interchange is necessary to allow easier movement between corridors and avoid the need to travel through the city centre if using public transport.
- Direct cross-Edinburgh and round Edinburgh connectivity by public transport is very limited leading to high car use for trips around Edinburgh. Cross-Edinburgh and orbital connectivity improvements are required to narrow the gap between car and public transport for these trips.

Theme 2 - Better connecting communities affected by deprivation to a wider range of opportunities

- The following chapters in the RTS identify locations where poor public transport connectivity may be contributing to deprivation. These locations have been identified separately for more rural and more urban areas. Where tackling inequalities is the objective, these areas should be the primary geographical focus of improving connectivity and hence life opportunities.

End of Appendix 1.

A5.1 Supporting Paper to Draft Budget 2016/17 Financial Planning Report

1. Introduction

- 1.1 Regularly, since 2009, SEStran has been successful in attracting additional funding from a variety of sources.

2. Details

- 2.1 In 2009, an ERDF grant of approximately **£1.3m** was won for the initial spend on the RTPI contract. Contributing further to RTPI, an award of **£2m** covering years 2013 and 2014 was won from the Bus Investment Fund.
- 2.2 SEStran's RTPI scheme was awarded Gold in the category of Local Authority Bus Project of the Year for 2014 at the UK Bus Awards in London, on 18th November 2014. This represents recognition, at a UK level, of SEStran's achievement in working in partnership with its Local Authorities and transport providers to provide a step change in quality of service for passengers across the region.
- 2.3 SEStran was awarded an Achievement Award in September 2015 from the Scottish Accessible Transport Alliance in recognition of outstanding achievement in facilitating transport services for disabled people. This was for our work on the SEStran Thistle card which has now been rolled out in other RTP areas and is an excellent example of what can be achieved on a limited budget.
- 2.4 SEStran has also received support from Scottish Enterprise for the RTPI scheme towards the promotion of display screens in commercial premises, showing RTPI along with potential advertising material for which SEStran would gain an income stream to contribute towards the long term maintenance of the system.
- 2.5 Over a similar timescale, substantial further funding was attracted from the EU, through the North Sea Region and North West Europe Interreg programmes and this will continue during 2016/17 with projects under IEE (Intelligent Energy Europe) and Horizon 2020. Past projects include Dryport, ITransfer, Lopinod, Foodport, Weastflows and Nweride which collectively brought in **£891,000** from the European Union.
- 2.6 SEStran continues to seek further opportunities to get involved in European projects which can contribute to the development of the Regional Transport Strategy and bring in funding to supplement that of the Government and the councils and enhance its ability to achieve its stated aim of building a transportation system for South East Scotland

that is comprehensive, sustainable and inclusive, that meets the needs of business and helps guarantee the economic future of the region.

- 2.7 Against a back-cloth of reduced funding from both Scottish Government and the constituent Councils in recent years, SEStran in the past year, has had to absorb the loss of £48,000 of SESplan income following their decision to vacate the SEStran office. In the following year, when the current office lease expires, SEStran anticipates making a further saving in premises costs by taking up accommodation within the Scottish Government's building at Victoria Quay in Leith.
- 2.8 With reference to the Transport (Scotland) Act 2005, Section 3 (1) which states, "The net expenses of a Transport Partnership for each financial year shall be paid by – (a) its constituent councils;.....", it is pertinent to note that in the financial years 2013/14 and 2014/15 SEStran's outturns were under-spends of 1.4% and 1.3%, respectively which is evidence of diligent budget management.
- 2.9 In the current year, SEStran's project budget is **£2.6m** and this includes **£2.169m** of external income brought in by SEStran. Based on the Council requisition of £200,000, this represents an investment of **£10.85 for every £1** invested by constituent Councils.

3. Recommendations

- 3.1 That the board notes the contents of this report.

Jim Grieve
Programme Manager
December 2015

Policy Implications	None
Financial Implications	As detailed in this report
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

Public Services Reform (Scotland) Act 2010

1. INTRODUCTION

- 1.1 The Regional Transport Partnerships are included in the schedule of the Public Services Reform (Scotland) Act 2010. This requires annual publication of certain information and this report advises the Board of the information to be published.

2. DATA TO BE PUBLISHED

2.1 Expenditure

- 2.1.1 Section 31 (1) and (2) require public bodies to publish as soon as is reasonably practicable after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:
- Public relations
 - Overseas travel
 - Hospitality and entertainment
 - External consultancy
 - Payments with a value in excess of £25,000
 - Members or employees who received remuneration in excess of £150,000.

2.2 SUSTAINABLE ECONOMIC GROWTH

- 2.2.1 Section 32(1)(a) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to promote and increase sustainable growth through the exercise of its functions. As this requires the publication of a statement it is not sufficient simply to refer to other published material such as the annual report.

2.3 EFFICIENCY, EFFECTIVENESS & ECONOMY

- 2.3.1 Section 32(1)(b) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to improve efficiency, effectiveness and economy in the exercise of its functions. Again, this requires the publication of a free standing statement and it is not sufficient simply to refer to other published material such as the annual report.

- 2.4 The data as described in sections 2.1 to 2.3 of this report is included in appendix 1 of this report and will be published on the SEStran website in accordance with the requirements of the Act.

3. RECOMMENDATION

- 3.1 The Board is asked to note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in appendix 1 of this report.

Cheryl Fergie
Business Support Officer
September 2022

Appendix 1 – Statement of Compliance with the Public Services Reform (Scotland) Act 2010

Appendix 2 – PSRA Invoice Details

Policy Implications	None
Financial Implications	As detailed in appendix 1.
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None
Climate Change Implications	None

Appendix 1 - Statements of Compliance with the Public Services Reform (Scotland) Act 2010

1. BACKGROUND

- 1.1 Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010 (“the Act”) impose duties on Scottish public bodies to publish information on expenditure and certain other matters as soon as is reasonably practicable after the end of each financial year. This statement is produced by the South East of Scotland Transport Partnership (SEStran) to ensure compliance with the requirements of the Act.
- 1.2 SEStran works hard to be a transparent, responsive, best value organisation that delivers on its vision for the South East of Scotland’s transport network, as outlined in its statutory Regional Transport Strategy.
- 1.3 SEStran’s vision is for a regional transport system that:
“Provides all citizens of South East Scotland with a genuine choice of transport which fulfils their needs and provides travel opportunities for work and leisure on a sustainable basis.”
- 1.4 SEStran’s annual report and accounts for 2021/22 set out the impact of the work and the outcomes achieved, together with associated costs. This is laid before the Partnership Board of SEStran in September 2022. The purpose of this statement is to disclose those costs which are relevant to Section 31(1) and (2) of the Act.
- 1.5 Section 31(1) of the 2010 Act requires public bodies to publish as soon as is reasonably practical after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:
- Public relations.
 - Overseas travel.
 - Hospitality & entertainment.
 - External consultancy.
 - Payments in excess of £25,000.
 - Members or employees who received remuneration in excess of £150,000.
- 1.6 Public bodies are required to publish the total amount of expenditure incurred during each financial year on or in connection with each of the categories set out above, but it is of course open to SEStran to publish a more detailed breakdown of expenditure if they so wish.

2. PUBLIC RELATIONS

- 2.1 SEStran spent £104,965 on public relations in 2021/22. This represents 4.9% of the total expenditure for the year. The majority of expenditure was on marketing costs to increase awareness of project activity and available services, including development of the Thistle Card and App and the Do The Ride Thing Awareness Campaign, through online media, advertisement on local radio, bus stop and bus back hoardings.

3. OVERSEAS TRAVEL

- 3.1 SEStran incurred an expenditure of £0 on overseas travel in 2021/22.

4. HOSPITALITY & ENTERTAINMENT

- 4.1 SEStran incurred an expenditure of £0 on hospitality in 2021/22. No expenditure was incurred on benefits, sporting or cultural events.

5. EXTERNAL CONSULTANCY

- 5.1 SEStran incurred expenditure of £857,792 on external consultancy. This is the equivalent of 40.2% of the total expenditure for the year. SEStran procured a further contract with Ove Arup as project managers for the continued development of the SEStran Strategic Network (active travel network), urban cycle networks and the active travel fund, along with Tetra Tech for RTPI assistance. SEStran worked with Sentireal on a fully accessible wayfinding prototype. Furthermore, SEStran have also sought consultative assistance from Systra, Ove Arup, Stantec, The Lines Between, 56 Degrees Insight Limited, Andrew Ferguson, Mott MacDonald, AECOM LTD, Anderson Strathern, Edinburgh & Lothians Greenspace Trust, Sentireal, Steer, Tetra Tech and WSP UK Ltd.

6. PAYMENTS IN EXCESS OF £25,000

- 6.1 Section 31(3) of the Act places a duty on public bodies to publish the amount, date, payee and subject matter of any payment made during the financial year which has a value in excess of £25,000.

6.2 SEStran made the following payments over £25,000

Payee	Subject Matter	Gross Amount
The Media Shop	Active Travel Fund	£106,170.30
Cargo Bike Movement	Active Travel Fund	£48,537.00
Edinburgh & Lothians Greenspace Trust	Active Travel Fund	£42,000.00
Steer	Active Travel Fund	£94,254.00
Zedify	EU Surflogh	£54,903.00
Trapeze	Core	£59,372.78

- Payment of £106,170.30 was made to The Media Shop for the Do The Ride Thing marketing campaign.
- Payment of £48,537.00 was made to Cargo Bike Movement for continued development of a community cargo bike hub in Edinburgh.
- Payment of £42,000.00 was made to Edinburgh & Lothians Greenspace Trust for the feasibility of an active travel route between Dalkeith Country Park and The Wisp.
- Payment of £94,254.00 was made to Steer for scoping and feasibility study of mobility hubs in East Fife.
- Payment of £54,903.00 was made to Zedify for the adaptation and management of e-cargo bikes for sustainable urban delivery.
- The £59,372.78 was made to Trapeze for management and maintenance of the NOVUS FX system for regional real time passenger information.

6.3 Throughout 2021/22 SEStran paid certain consultants in excess of £25,000 over several payments. These are listed below:

Supplier	Subject Matter	Total Amount	Comments
Sentireal	Thistle Assistance Development	132,300.00	Development of the Thistle Assistance journey planner VoyagAR.

Andrew Ferguson	Project Consultancy Support	£37,150.00	Professional Fees consultancy support –
Stantec	RTS	£147,306.60	Professional Fees - Studies
Ove Arup	Urban Cycle Networks and Active Travel Fund	£351,708.01	Professional Fees - Studies
Systra	Newburgh Transport Appraisal (LRDF)	£48,621.60	Professional Fees - Studies
21st Century Passenger Systems Ltd	RTPI	£243,989.17	Development of regional real time passenger information system
Onestop IT Solutions	Core	£44,175.80	Help desk

7. MEMBERS OR EMPLOYEES WHO RECEIVE REMUNERATION IN EXCESS OF £150,000

- 7.1 Section 31(4) of the Act places a duty on public bodies to publish the number of individuals who received remuneration in excess of £150,000.
- 7.2 No employee, office holder or other individual involved with SEStran received remuneration in excess of £150,000 during 2021/22.

8. SUSTAINABLE ECONOMIC GROWTH

- 8.1 Section 32(1)(a) of the Act places a duty on public bodies to publish a statement of the steps it has taken during the financial year to promote and increase sustainable growth through the exercise of its functions.
- 8.2 SEStran is a statutory body, under the Transport (Scotland) Act 2005 and is tasked with producing a Regional Transport Strategy for the South East of Scotland.
- 8.3 The following statement sets out the steps that SEStran has taken in 2021/22 to promote and increase sustainable economic growth in the exercise of its functions. Further information on this and our work is contained in our Audited Annual Accounts and Annual Report for 2021/22.
- 8.4 In delivering against its published priorities in the revised Regional Transport Strategy, SEStran contributed to the Scottish Government's overall objectives and National Outcomes. During 2021/22 this work contributed to:

- Reducing the number of commuter journeys by single occupancy vehicles within the South East of Scotland.
 - SEStran in collaboration with FIFE Council undertook a feasibility study for mobility hubs in East Fife, investigating different transport and accessibility options.
- Minimising the overall need for travel; overall by car.
 - In the area of active travel, the development of the Do the Ride Thing campaign, in-depth behavioural surveying, cargo bike training and development of the strategic network for active travel routes supported our partners in efforts to increase availability of active travel choices.
 - SEStran's Cycling Officer, continued to support Bikeability Local Authority Coordinators over this year. Adult Cycle Training programmes were delivered across the region.
 - SEStran's GO e-Bike project launched the on-street bike share provision over four stations in East Lothian and Midlothian. Continued investment will seek to expand network on an ongoing basis.
 - SEStran continued support for the development of a Cargo Bike hub in Edinburgh, increasing access to and awareness of cargo bikes as an alternative transport mode.
 - SEStran's work in the development of cycle networks saw investment in projects ranging from feasibility to concept and detailed design. Feasibility work was undertaken on a route between Dalkeith and Little France park linking new developments at Danderhall and Shawfair to the Edinburgh BioQuarter site. Building on previous work Arup were engaged again to actively develop a number of routes from their previous project pipeline. These included routes from Addiewell-Livingston, Falkirk-Polmont, Larbert-Falkirk, Tweedbank-Melrose, and additional support to Scottish Borders Council on Leaderfoot-Drygrange.
 - SEStran continued the longitudinal research project to understand the drivers behind changes in travel behaviour from a sample of participants across the region. Work was ongoing on this project in 2021/22 with the final wave of study being complete just before summer 2022.
- Maximising public transport provision and achieving public transport integration and intermodality.
 - SEStran operates a wide range of programmes and projects to support and bolster the provision of public transport in the region. In addition, SEStran maintains regular contact with rail and bus operators to discuss matters relevant to the provision of public transport in the region. This includes raising any relevant mobility issues for people and communities in the region with rail and bus companies.
 - Key during this year has been SEStran's involvement in regional bids to the Bus Partnership Fund, set up by Transport Scotland to enable infrastructure-based solutions to bus delays caused by congestion and related issues. This links to the provisions of the

Transport (Scotland) Act 2019 allowing for the creation of Bus Service Improvement Partnerships (BSIPs).

- In 2021/22 SEStran carried out further publicity for the Thistle Assistance Programme.
- SEStran was successful with a £150,000 bid to Scottish Enterprise in February 2021 which secured funding for the development and testing for a fully developed working prototype Thistle Assistance Journey Planner App. Phase 2 work was started with Sentireal appointed to undertake the work.
- Improving safety for all road and transport users.
 - SEStran's Equality Outcomes 2017 – 2021 were published. For example, there can be a fear of crime particularly when travelling alone on certain modes/routes of transport, particularly in terms of antisocial behaviour or sexual harassment of women on public transport and/or hate crime towards other groups. This can affect the frequency of travel for these groups and curtail their mobility so the RTPI system can play a part in increasing confidence, alongside our promotion of the Thistle Assistance Programme.
- Enhancing community life and social inclusion.
 - SEStran is involved, along with Transport Scotland, Police Scotland and Disability Equality Scotland, in work to implement the Hate Crime Charter that was launched nationally in March 2021.
- Enhancing movement of freight, particularly by rail and other off-road modes.
 - SEStran continues to work with Edinburgh Napier University and ZEDIFY Logistics on the EU funded SURFLOGH project which aims to improve the commercial sustainability of last and first mile freight distribution and developing business models for urban freight hubs. An expansion of the successful first / last mile delivery trial in the Haymarket area by ZEDIFY was agreed with the project's lead partner.
 - As part of the BLING project the University of Edinburgh supported by SEStran has developed a pilot concept called 'GeoPact'. The GeoPact system is comprised of a complex assembly of technological objects, that together enables the design, deployment of location-aware smart contracts that run on the Ethereum blockchain for study.
- Enhancing real time passenger information available for bus services in both urban and rural areas
 - SEStran's RTPI system began in 2010 with the aim to tackle a declining bus patronage and make bus travel more predictable and reliable. In 2021/22 SEStran continued working with the City of Edinburgh Council with the new RTPI system being launched in December 2021.
 - Another qualitative point about RTPI is the safety aspect for women or elderly or other travellers, in that they know their bus is on the way and feel safer in the knowledge of how long they will wait and maybe making contact with people who are going to pick them up.

There is an assurance factor as well re linking journeys and making connections.

9. EFFICIENCY, EFFECTIVENESS AND ECONOMY

- 9.1 Section 32(1)(a) of the Act requires public bodies to publish a statement of the steps taken to improve efficiency, effectiveness and economy in the exercise of their functions.
- 9.2 The following statement sets out the steps that South-East of Scotland Regional Transport Partnership (SEStran) has taken in 2021/22 to improve its efficiency, effectiveness and economy in the exercise of its functions.
- 9.3 Supporting the principles of public sector reform, SEStran is aware of the overall need to ensure the delivery of public services as efficiently and effectively as possible.
- 9.4 In relation to the Scottish Government's National Outcome 16: Our public services are high quality, continually improving, efficient and responsive to local people's needs, we are committed to delivering services that are high quality, continually improving, efficient and responsive.
- 9.5 SEStran receives a total of £190,000 from its constituent councils.
- 9.6 In 2021/22 a grant of £297,082 was received from Transport Scotland Active Travel Fund and £96,010 from Sustrans.
- 9.7 In 2021/22 SEStran were involved with several European projects as follows:
 - Bling
 - Share-North
 - Surflogh
 - PriMaaS
 - CONNECT
- 9.8 SEStran received £108,271.87 from the EU in relation to these projects.
- 9.9 In procurement, SEStran have continued to make use of the Public Contracts Scotland (PCS) portal, taking advantage of efficiencies associated with e-procurement. It is intended to continue to use available frameworks and PCS for procurement.
- 9.10 In the current economic climate, and with reduced resources, SEStran will continue to work with all involved in regional transport to ensure effective delivery of strategy, policy and projects that deliver against the RTS and the vision for the transport network of the South East of Scotland.

End of Appendix.

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2022

1) Public Relations **Account code 3531/ 3541**

Supplier	External costs - invoiced (net)	Internal Staff Costs	Supplier Total	Comments
2A Publishing Limited	£1,700		£1,700	5447
D C Publishing	£1,000			DCP13609
D C Publishing	£1,000			DCP13710
D C Publishing	£1,000			DCP13786
D C Publishing	£700		£3,700	DCP13853
Hello Business	£1,866		£1,866	0201
Hillside Agency	£2,000			INV-3469
Hillside Agency	£214			INV-3486
Hillside Agency	£97			INV 3502
Hillside Agency	£312			INV-3540
Hillside Agency	£87			INV-3555
Hillside Agency	£78			INV-3569
Hillside Agency	£1,500			INV-3570
Hillside Agency	£1,376		£5,664	INV-3571
McDaid Public Relations Ltd	£1,300		£1,300	006
The Media Shop	£14,776			66415
The Media Shop	£1,000			130800
The Media Shop	£2,199			066446
The Media Shop	£7,071			066520
The Media Shop	£4,004			066692
The Media Shop	£13,702			066693
The Media Shop	£8,891			066804
The Media Shop	£18,376			067375
The Media Shop	£4,798			067376
The Media Shop	£13,675		£88,490	067378
Witch Media	£900		£900	89877
JPI Media Publishing Ltd	£1,345		£1,345	35097 from P8 EU purchase Cards
Total	£104,965	£0	£104,965	

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2022

2) Overseas Travel **Account code 2821**

Reason	Origin / Destination	Travel Costs	Subsistence	Accommodation	Comments	EU Contribution	Cost to SEStran
Total		£0	£0	£0		Total net SEStran	

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2022

3) Hospitality & Entertainment Account code 3849

Supplier	Project / Service	Net Amount	Comments	EU Contribution	Cost to SEStran

Total		£0.00		Total net-SESTRAN	£0.00
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SESTRAN

Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2022

4) External Consultancy

Account code 4841

Supplier	Project / Service	Net Amount	Supplier Total	Comments	EU Contribution	Cost to SEStran
56 Degree Insight Limited	ACTIVE TRAVEL FUND	£4,200.00		Travel Attitudes Survey		£4,200.00
56 Degree Insight Ltd	ACTIVE TRAVEL FUND	£900.00		Travel Attitudes Survey		£900.00
56 Degree Insight Ltd	ACTIVE TRAVEL FUND	£2,900.00		Travel Attitudes Survey		£2,900.00
56 Degree Insight Ltd	ACTIVE TRAVEL FUND	£4,200.00		Travel Attitudes Survey		£4,200.00
56 Degree Insight Ltd	ACTIVE TRAVEL FUND	£900.00		Travel Attitudes Survey		£900.00
56 Degree Insight Ltd	ACTIVE TRAVEL FUND	£2,700.00	£15,800.00	Travel Attitudes Survey		£2,700.00
AECOM LTD	LRDF	£6,300.00		Go Forth Freight Study - Case for Change Report		£6,300.00
AECOM LTD	LRDF	£11,500.00	£17,800.00	Go Forth Freight Study - Preliminary Options Appraisal		£11,500.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£616.00		Fee for professional services (MaaS Investment Fund Bid)		£616.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£616.00		Fee for professional services (MaaS Investment Fund Bid)		£616.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£90.00		Fee for professional services (MaaS Investment Fund Bid)		£90.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£279.00		Fee for professional services (MaaS Investment Fund Bid)		£279.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£1,062.00		Fee for professional services (MaaS Investment Fund Bid)		£1,062.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£2,655.00		Fee for professional services (MaaS Investment Fund Bid)		£2,655.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£207.00	£5,525.00	Fee for professional services (MaaS Investment Fund Bid)		£207.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,375.00		Scottish Local Government Consultant Fees		£3,375.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,375.00		Scottish Local Government Consultant Fees		£3,375.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£2,250.00		Scottish Local Government Consultant Fees		£2,250.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,750.00		Scottish Local Government Consultant Fees		£3,750.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£2,625.00		Scottish Local Government Consultant Fees		£2,625.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,000.00		Scottish Local Government Consultant Fees		£3,000.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,125.00		Scottish Local Government Consultant Fees		£4,125.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£1,875.00		Scottish Local Government Consultant Fees		£1,875.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,000.00		Scottish Local Government Consultant Fees		£3,000.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£2,650.00		Scottish Local Government Consultant Fees		£2,650.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,750.00		Scottish Local Government Consultant Fees		£3,750.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,375.00	£37,150.00	Scottish Local Government Consultant Fees		£3,375.00
Cargo Bike Movement	ACTIVE TRAVEL FUND	£26,703.34	£26,703.34	GRANT CLAIM		£26,703.34
Edinburgh & Lothians Greenspace Trust	URBAN CYCLE NETWORKS	£18,000.00		River Almond Walkway Feasibility Study		£18,000.00
Edinburgh & Lothians Greenspace Trust	ACTIVE TRAVEL FUND	£24,000.00	£42,000.00	River Almond Walkway Feasibility Study		£24,000.00
Henderson Loggie	EU SHARE - NORTH	£920.00		Professional Services fee for level control checking and certification	-£460.00	£460.00
Henderson Loggie	EU PRIMAAS	£960.00		Professional Services fee for level control checking and certification	-£480.00	£480.00
Henderson Loggie	EU BLING	£1,380.00		Professional Services fee for level control checking and certification	-£690.00	£690.00
Henderson Loggie	EU BLING	£1,150.00		Professional Services fee for level control checking and certification	-£575.00	£575.00
Henderson Loggie	EU SHARE - NORTH	£690.00		Professional Services fee for level control checking and certification	-£345.00	£345.00
Henderson Loggie	EU PRIMAAS	£720.00		Professional Services fee for level control checking and certification	-£612.00	£108.00
Henderson Loggie	EU SURFLOGH	£1,380.00		Professional Services fee for level control checking and certification	-£690.00	£690.00
Henderson Loggie	EU SURFLOGH	£920.00		Professional Services fee for level control checking and certification	-£460.00	£460.00
Henderson Loggie	EU CONNECT	£960.00	£9,080.00	Professional Services fee for level control checking and certification	-£480.00	£480.00
Mott MacDonald	R17 SUSTAINABLE TRAVEL AWARENESS	£5,000.00		Delivery of consultancy support to SEStran for MIF round 2 funding bid		£5,000.00
Mott MacDonald	R17 SUSTAINABLE TRAVEL AWARENESS	£12,785.00	£17,785.00	Delivery of consultancy support to SEStran for MIF round 2 funding bid		£12,785.00
Ove Arup	ACTIVE TRAVEL FUND	£27,080.00		SEStran Strategic Network Resource Fees		£27,080.00
Ove Arup	ACTIVE TRAVEL FUND	£32,787.14		SEStran Strategic Network Resource Fees		£32,787.14
Ove Arup	ACTIVE TRAVEL FUND	£32,787.14		SEStran Strategic Network Resource Fees		£32,787.14
Ove Arup	ACTIVE TRAVEL FUND	£32,787.14		SEStran Strategic Network Resource Fees		£32,787.14
Ove Arup	ACTIVE TRAVEL FUND	£41,912.14		SEStran Strategic Network Resource Fees		£41,912.14
Ove Arup	ACTIVE TRAVEL FUND	£29,726.44		SEStran Strategic Network Resource Fees		£29,726.44
Ove Arup	URBAN CYCLE NETWORKS	£12,185.70		SEStran Strategic Network Resource Fees		£12,185.70
Ove Arup	URBAN CYCLE NETWORKS	£41,912.14		SEStran Strategic Network Resource Fees		£41,912.14
Ove Arup	URBAN CYCLE NETWORKS	£41,912.14	£293,090.00	SEStran Strategic Network Resource Fees		£41,912.14
Product Forge Ltd	EU SURFLOGH	£2,000.00	£2,000.00	Project Hackathon	-£1,000.00	£1,000.00
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	£12,250.00		Stage Payment		£12,250.00
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	£12,250.00		Stage Payment		£12,250.00
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	£12,250.00		Stage Payment		£12,250.00
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	£12,250.00		Stage Payment		£12,250.00
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	£12,250.00		Stage Payment		£12,250.00
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	£12,250.00		Stage Payment		£12,250.00
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	£12,250.00		Stage Payment		£12,250.00
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	£24,500.00	£110,250.00	Stage Payment		£24,500.00
Stantec UK	R37 RTS MONITORING	£17,536.50		SEStran Regional Transport Strategy		£17,536.50
Stantec UK	R37 RTS MONITORING	£17,536.50		SEStran Regional Transport Strategy		£17,536.50
Stantec	R37 RTS MONITORING	£26,304.75		SEStran Regional Transport Strategy		£26,304.75
Stantec	R37 RTS MONITORING	£8,768.25		SEStran Regional Transport Strategy		£8,768.25
Stantec	R37 RTS MONITORING	£17,536.50		SEStran Regional Transport Strategy		£17,536.50
Stantec	R37 RTS MONITORING	£35,073.00	£122,755.50	SEStran Regional Transport Strategy		£35,073.00
Steer	ACTIVE TRAVEL FUND	£78,545.00	£78,545.00	Consultancy fees - Feasibility Study		£78,545.00
Sysra	LEITH DOCKS AND NEWBURGH (LRDF)	£2,490.00		Newburgh Station LRDF STAG study		£2,490.00
Sysra	LEITH DOCKS AND NEWBURGH (LRDF)	£12,000.00		Newburgh Station LRDF STAG study		£12,000.00
Sysra	LEITH DOCKS AND NEWBURGH (LRDF)	£12,000.00		Newburgh Station LRDF STAG study		£12,000.00
Sysra	LEITH DOCKS AND NEWBURGH (LRDF)	£12,000.00	£38,490.00	Newburgh Station LRDF STAG study		£12,000.00
Tetra Tech	RTPI - REVENUE CONTRIBUTION	£1,343.00		SEStrans display support		£1,343.00
Tetra Tech	RTPI - REVENUE CONTRIBUTION	£2,468.75		SEStrans display support		£2,468.75
Tetra Tech	RTPI - REVENUE CONTRIBUTION	£1,836.75		SEStrans display support		£1,836.75
Tetra Tech	RTPI - REVENUE CONTRIBUTION	£1,599.75	£7,248.25	SEStrans display support		£1,599.75
The Lines Between	ACTIVE TRAVEL FUND	£3,200.00		SEStran 20/21-01P Travel Attitudes Survey		£3,200.00
The Lines Between	ACTIVE TRAVEL FUND	£2,100.00		SEStran 20/21-01P Travel Attitudes Survey		£2,100.00
The Lines Between	ACTIVE TRAVEL FUND	£5,300.00		SEStran 20/21-01P Travel Attitudes Survey		£5,300.00
The Lines Between	ACTIVE TRAVEL FUND	£2,100.00		SEStran 20/21-01P Travel Attitudes Survey		£2,100.00
The Lines Between	ACTIVE TRAVEL FUND	£7,600.00	£20,300.00	SEStran 20/21-01P Travel Attitudes Survey		£7,600.00
WSP UK Ltd	R17 SUSTAINABLE TRAVEL AWARENESS	£18,850.00	£18,850.00	Midlothian Bus Partnership Bid Support		£18,850.00

£863,372.09 £863,372.09

-£5,792.00

£857,580.09

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2022

5) Payments in Excess of £25,000 (including VAT)

Payee	Commodity / Service Description	Payment Date	Gross Amount	Comments
The Media Shop	ACTIVE TRAVEL FUND	29/06/2021	£17,728	
The Media Shop	ACTIVE TRAVEL FUND	30/07/2021	£1,200	
The Media Shop	ACTIVE TRAVEL FUND	14/06/2021	£2,638	
The Media Shop	ACTIVE TRAVEL FUND	22/07/2021	£8,484	
The Media Shop	ACTIVE TRAVEL FUND	21/09/2021	£4,804	
The Media Shop	ACTIVE TRAVEL FUND	27/10/2021	£16,439	
The Media Shop	ACTIVE TRAVEL FUND	18/10/2021	£10,667	
The Media Shop	ACTIVE TRAVEL FUND	28/03/2022	£22,047	
The Media Shop	ACTIVE TRAVEL FUND	28/03/2022	£5,757	
The Media Shop	ACTIVE TRAVEL FUND	28/03/2022	£16,407	£106,170.30
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	07/04/2021	£3,375	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	11/05/2021	£3,375	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	01/06/2021	£2,250	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	01/07/2021	£3,750	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	30/07/2021	£2,625	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	31/08/2021	£3,000	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	01/10/2021	£4,125	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	12/11/2021	£1,875	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	30/11/2021	£3,000	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	04/01/2022	£2,650	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	31/01/2022	£3,750	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	01/03/2022	£3,375	£37,150.00
Cargo Bike Movement	ACTIVE TRAVEL FUND	12/11/2021	£26,703	
Cargo Bike Movement	ACTIVE TRAVEL FUND	11/05/2021	£21,834	£48,537.00
Edinburgh & Lothians Greenspace Trust	URBAN CYCLE NETWORKS	09/07/2021	£18,000	
Edinburgh & Lothians Greenspace Trust	ACTIVE TRAVEL FUND	07/07/2021	£24,000	£42,000.00
Ove Arup	ACTIVE TRAVEL FUND	07/04/2021	£32,496	
Ove Arup	ACTIVE TRAVEL FUND	20/09/2021	£39,345	
Ove Arup	ACTIVE TRAVEL FUND	04/10/2021	£39,345	
Ove Arup	ACTIVE TRAVEL FUND	05/11/2021	£39,345	
Ove Arup	ACTIVE TRAVEL FUND	13/12/2021	£50,295	
Ove Arup	ACTIVE TRAVEL FUND	06/01/2022	£33,918	
Ove Arup	URBAN CYCLE NETWORKS	06/01/2022	£16,377	
Ove Arup	URBAN CYCLE NETWORKS	31/01/2022	£50,295	
Ove Arup	URBAN CYCLE NETWORKS	07/03/2022	£50,295	£351,708.01
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	22/07/2022	£14,700	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	20/09/2021	£14,700	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	04/10/2021	£14,700	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	01/12/2021	£14,700	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	29/11/2021	£14,700	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	10/01/2022	£14,700	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	31/01/2022	£14,700	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	21/03/2022	£29,400	£132,300.00
Stantec UK	R37 RTS MONITORING	07/04/2021	£21,044	
Stantec UK	R37 RTS MONITORING	07/04/2021	£21,044	
Stantec	R37 RTS MONITORING	14/06/2021	£31,568	
Stantec	R37 RTS MONITORING	22/07/2021	£10,522	
Stantec	R37 RTS MONITORING	12/11/2021	£21,044	
Stantec	R37 RTS MONITORING	12/11/2021	£42,088	£147,306.60
Steer	ACTIVE TRAVEL FUND	30/11/2021	£94,254	£94,254.00
Systra	LEITH DOCKS AND NEWBURGH (LRDF)	05/05/2021	£2,988	
Systra	LEITH DOCKS AND NEWBURGH (LRDF)	14/03/2022	£14,400	
Systra	LEITH DOCKS AND NEWBURGH (LRDF)	17/03/2022	£14,400	
Systra	LEITH DOCKS AND NEWBURGH (LRDF)	14/03/2022	£14,400	£46,188.00
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	21/09/2021	£3,330	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	21/09/2021	£6,364	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	24/11/2021	£23,866	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	12/11/2021	£3,330	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	19/11/2021	£34,020	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	13/12/2021	£15,120	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	06/01/2022	£3,300	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	31/01/2022	£2,400	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	01/03/2022	£30,243	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	03/03/2022	£18,563	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	03/03/2022	£15,120	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	07/03/2022	£12,420	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	30/03/2022	£12,420	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	30/03/2022	£3,300	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	30/03/2022	£4,440	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	30/03/2022	£14,849	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	30/03/2022	£3,780	
21st Century Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	30/03/2022	£37,125	£243,989.17
OneStop IT Solutions	CORE	04/05/2021	£2,215	
OneStop IT Solutions	CORE	01/06/2021	£2,215	
OneStop IT Solutions	CORE	02/07/2021	£2,236	
OneStop IT Solutions	CORE	02/08/2021	£2,293	
OneStop IT Solutions	CORE	03/09/2021	£2,246	
OneStop IT Solutions	CORE	05/10/2021	£2,451	
OneStop IT Solutions	CORE	01/11/2021	£2,322	
OneStop IT Solutions	CORE	02/12/2021	£2,354	
OneStop IT Solutions	CORE	05/01/2022	£2,333	
OneStop IT Solutions	CORE	01/02/2022	£1,929	
OneStop IT Solutions	CORE	04/03/2022	£1,929	
OneStop IT Solutions	CORE	21/03/2022	£8,295	
Onestop IT Solutions	CORE	21/04/2021	£8,478	
Onestop IT Solutions	CORE	21/04/2021	£2,880	£44,175.80
Trapeze	CORE	08/03/2021	£59,373	£59,372.78
Zedify	EU SURFLOGH	29/06/2021	£17,223	
Zedify	EU SURFLOGH	08/07/2021	£30,000	
Zedify	EU SURFLOGH	05/08/2021	£7,680	£54,903
TOTAL			£1,408,055	£1,408,055

6) Members or employees who received remuneration in excess of £150,000



**Remote Chief Officer Liaison Group Meeting
10:00am Wednesday 25th August 2022
Microsoft Teams**

Present:

Jim Grieve (JG) (Chair)

Anna Herriman (AH)

Jim Stewart (JS)

Andrew Ferguson (AF)

Cheryl Fergie (CF)

Peter Jackson (PJ)

Alastair Young (AY)

Peter Forsyth (PF)

John Mitchell (JM)

Iain Shaw (IS)

Gordon Brown (GB)

SEStran

SEStran

SEStran

SEStran

SEStran

SEStran

Scottish Futures Trust

East Lothian Council

Fife Council

City of Edinburgh Council

West Lothian Council

Apologies:

Jane Findlay

Lesley Deans

David Miller

Ian Lennox

Douglas Proudfoot

Kevin Collins

Morag Haddow

Susan Keenlyside

Fife Council

Clackmannanshire Council

Midlothian Council

East Lothian Council

East Lothian Council

Falkirk Council

East Lothian Council

Fife Council

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	
	The minutes from Wednesday 16 th February 2022 were agreed as a correct record. Keith Fiskien to pick up on a Freight Study action from the previous minute.	KF

3.	Regional Overview of the Electric Vehicle Infrastructure Fund	
	<p>Alistair Young from Scottish Futures Trust gave a presentation on The Regional Overview of The Electric Vehicle Infrastructure Fund to the COs.</p> <p>Please see below for power point presentation.</p> <div data-bbox="338 454 395 517" data-label="Image"> </div> <p>SESTRAN - EVIF UPDATE - 25-08-22.ppt</p> <p>The following points were raised and discussed.</p> <ul style="list-style-type: none"> • The need for council collaboration. • Some councils are already collaborating. • The need for consistency across the region. • Not all LAs at the same stage – this should not stop collaboration. • The benefits of a phased programme. • East Lothian Council are the best performing LA, it would be useful for them to share their knowledge. • The suggestion of a regional task force. • Opportunity to align with other transport policies. • National Consistency. • The risks involved to LAs with asset depreciation. • Commercialisation transfer and viability of products. <p>Anna Herriman will pull together a regional task force and organise a meeting next month to accelerate progress. It was suggested that SCOTS have a national task force in place and it could be beneficial to merge them. JG will raise at SCOTS Executive later today to ensure there is no overlap.</p>	AH
4.	Financial Report	
	<p>Iain Shaw provided an update, and the key points were noted.</p> <p>(a) Unaudited Accounts 2021/22. The external audit of last year's accounts is underway, there have been no adverse comments. The report to the Board will include a final conclusion and the hope is a clean audit certificate.</p> <p>(b) Finance Officers Report. This a forecast of the current year's expenditure, it is anticipated the expenditure will be in line with the budget for the current financial year.</p>	

5.	Regional Transport Strategy	
	<p>Jim Stewart provided a brief update, and the key points were noted:</p> <p>The draft RTS statutory consultation was taken to the PB meeting in March 22, after discussions around rural and rail issues with Borders Council it was decided not to consider the RTS for approval at this point. Changes have been made and will be reported to the PB in September.</p>	
6.	Programmed Investment Plan	
	<p>Jim Stewart provided an update, and the following points were noted:</p> <p>A supplementary document to the RTS was created called The Programmed Investment Plan, which identifies and details all schemes being delivered or under development. A consultancy brief has been undertaken and JS will circulate this to COs for comment and part of the ongoing monitoring of the new RTS. Making use of the Scottish Governments GIS mapping system will be useful to integrate mapping data.</p>	JS
7.	Levelling up Fund	
	<p>Andrew Ferguson wrote to the Scottish Government to ask if SEStran could apply for the LUF. Unfortunately, SEStran cannot apply. It was noted that the application process is challenging. AF said SEStran are happy to assist with bidding where possible. A discussion was introduced, and the following points were raised:</p> <ul style="list-style-type: none"> • PF noted East Lothian Council have submitted 1 bid to rejuvenate Cockenzie. No transport bid has not gone in yet but this will be associated with active travel for next year. Bid will total around £10million. • JM said Fife Council has submitted 5 bids that are infrastructure related totalling around 50million. • GB will be doing a joint LUF bid with Falkirk Council for 50million for the next financial year for work on M9-J3. • JS noted investment plan/tracking successful LUF bids would be useful. 	
8.	Edinburgh Bus Alliance	
	<p>Andrew Ferguson provided an update on bus alliances generally, and the following points were noted:</p> <p>AF said things are going well with good collaboration. KF is project managing Forth Valley and Midlothian Bus Alliance. SEStran are also working with consultants in the Edinburgh Bus Alliance. The Bus Investment Fund has a timescale of 5 years. SEStran will keep this item on the agenda for coordinating meetings and for sharing information.</p>	

	Separately SEStran is organising meetings between project managers on all the SEStran area (and Tayside) bids to share information.	
9.	Active Travel Transformation	
	<p>Anna Herriman provided an update, and a discussion took place around the following points:</p> <ul style="list-style-type: none"> • Patrick Harvie wanted reassurance that pathways were in place for dispersing the 320million fund that will be in place. • It seems the potential to do things better has been noted although this may be in an adaptive rather than a transformative way. • There is a capability and capacity workshop in Glasgow on 1st September, this should have been back in May 22. • Multiyear funding is needed. • It will be beneficial to move away from competitive environment. • Draft report to be complete by November that will cover Funding and Design, Capability and Capacity and Legislative need to Support Delivery. • There are too many layers involved in bidding. • Legislation Changed is needed <p>AH said SEStran want to be a useful resource to LAs, AH will report back to COs when information becomes available.</p>	AH
10.	AOCB	
	<p>Hattie James has started with SEStran as a Project Officer, she will replace Julie Vinders.</p> <p>The GO SEStran MaaS App is available to download on Apple and Android.</p>	
11.	Date of Next Meeting	
	The date of the next meeting is scheduled for 2:00pm on Wednesday 9 th November 2022.	