

SEStran Partnership Board Minutes

10.00am, Friday 23 September 2022

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

<u>Present</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Scott Arthur	City of Edinburgh Council
	Cllr Julie Bandel	City of Edinburgh Council
	Cllr Marie-Clair Munro	City of Edinburgh Council
	Cllr Denis Coyne	Clackmannanshire Council
	Cllr Fiona Law	Clackmannanshire Council
	Cllr John McMillan	East Lothian Council
	Cllr Margaret Anslow	Falikir Council
	Cllr Paul Garner	Falkirk Council
	Cllr Derek Glen	Fife Council
	Cllr Colin Davidson (Chair)	Fife Council
	Cllr Robin Lawson (Deputy Chair)	Fife Council
	Cllr Russell Imrie	Midlothian Council
	Cllr Jenny Linehan	Scottish Borders Council
	Cllr Sally Pattle (Deputy Chair)	West Lothian Council
	Cllr Kirsteen Sullivan	West Lothian Council
	Linda Bamford	Non-Councillor Member
	Alistair Couper	Non-Councillor Member
	Geoff Duke	Non-Councillor Member
	Callum Hay	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member
	John Scott	Non-Councillor Member
	Kate Sherry	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
<u>In Attendance</u>		
	Caterina Capaldi	Anderson Strathearn
	Megan Lawson	Anderson Strathearn
	Sam Johnston	Azets (External Auditor)

Lesley Birrell	City of Edinburgh Council
Gavin King	City of Edinburgh Council
Daisy Narayanan	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council
Amy Chilman	Equality & Human Rights
John Mitchell	Fife Council
Robbie Beattie	Midlothian Council
Graeme Johnstone	Scottish Borders Council
Angela Chambers	SEStran
Cheryl Fergie	SEStran
Andrew Ferguson	SEStran
Keith Fiske	SEStran
Jim Grieve	SEStran
James Hattie	SEStran
Anna Herriman	SEStran
Peter Jackson	SEStran
Jim Stewart	SEStran

Apologies for Absence

Cllr Kevin Lang	City of Edinburgh Council
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Ruaridh Bennett	East Lothian Council
Cllr Dianne Alexander	Midlothian Council
Cllr Jane Cox	Scottish Borders Council
Paul White	Non-Councillor Member

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 17 June 2022 as a correct record.
- 2) To agree the minute of the SEStran Performance and Audit Committee rescheduled from 9 September 2022 to 13 September 2022 as a correct record.

A2. Governance Scheme

The SEStran Governance Scheme collated together the key documents which formed the basis for SEStran Partnership's decision making. The following six key areas had been reviewed:

- 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

Approval was sought to make the following amendments to Part 1 of the Governance Scheme:

- i) to remove the requirement that the Chair and Deputy Chair must be from different Councils to allow for greater flexibility in appointing Board positions; and
- ii) to amend the deadline for receiving deputation requests to 5pm one day before the meeting.

Decision

- 1) To repeal and approve the governance documents set out in appendix 1 of the report to take effect from 24 September 2022.
- 2) To delegate authority to the Secretary to make any such amendments necessary to the governance documentation to implement the decision of the Board.
- 3) To note that the partnership agreed that any further nominations for Deputy Chair would be accommodated by the creation of a third Deputy Chair role.

(Reference – report by the Secretary 23 September 2022, submitted)

A3. 2021/22 Annual Audit Report to Members of the South East of Scotland Transport Partnership and the Controller of Audit

The 2021/22 Annual Audit Report to Members of the South East of Scotland Transport Partnership (SEStran) and the Controller of Audit was presented.

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

Decision

- 1) To note the annual audit report to members of the SEStran Partnership and the Controller of Audit.
- 2) To record the Board's thanks and appreciation to Azets for their work and commitment towards ensuring the fulfilment of the Board's audit requirements.

(References – SEStran Partnership Board 17 June 2022 (item A3(a)); report by the Treasurer, submitted)

A4. Finance Reports

(a) Audited Annual Accounts 2021/22

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

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

The Board's Performance and Audit Committee had also reviewed the audited accounts in detail at its meeting on 13 September 2022.

Decision

- 1) To note the audited accounts and the auditor's opinion in the audit certificate.
- 2) To authorise the audited annual accounts for signature.

(References – SEStran Partnership Board 17 June 2022 (item A3); SEStran Performance and Audit Committee 13 September 2022 (item A5); report by the Treasurer, submitted)

(b) Finance Officer's Report

An analysis of the financial performance of the Partnership's core and projects budgets to the end of August 2022 was submitted.

The Core budget provided for the day-to-day running costs of the Partnership and included employee costs, premises costs and supplies and services. The approved core budget was £619,000 as set out in appendix 1 of the report.

Cumulative expenditure for the five months to 31 August 2022 was £255,000 which was within the core budget resources available for the period.

The approved projects budget was set out in appendix 2 of the report. Net expenditure on projects in 2022/23 was forecast to be within the approved budget. This was based on a full spend of project slippage balances of £0.058m brought forward from 2021/22.

Decision

- 1) To note the forecast break-even on the core revenue budget.
- 2) To note the forecast break-even on the projects revenue budget.
- 3) To approve £2,000 of the 2021/22 core budget underspend be allocated to increase the unallocated general fund reserve to £31,000.
- 4) To approve the remaining balance of the 2021/22 underspend of £73,000 be allocated to:
 - i) meeting proposed costs of further studies, monitoring and development of activities ensuing from the Regional Transport Strategy - £25,000.
 - ii) further distribution of the SEStran regional Real Time Passenger Information (RTPI) facilities - £38,000.
 - iii) Sustainable Travel projects - £10,000.

(Reference – report by the Treasurer, submitted)

A5. Regional Transport Strategy 2035

The proposed final version of the draft Regional Transport Strategy (RTS) was submitted for consideration and approval by the Board.

Members discussed the content of the draft Strategy and commented that it was important that the values of SEStran as an organisation should be inherent in the document to reflect the values and principles around partnering and being customer focussed around delivery of the Strategy.

Decision

- 1) To note the statutory consultation on the draft Regional Transport Strategy had concluded.
- 2) To note the content and findings of the survey as summarised in the consultation report (Appendix 3).
- 3) To 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.
- 4) To approve the amended draft Regional Transport Strategy SEStran 2035 for submission to Scottish Ministers subject to amending the wording of the heading at Section 8 to read ***“Enhancing Access to and Accessibility of Public Transport”***.
- 5) To delegate to the Partnership Director any minor or non-substantive amendments necessary prior to its submission to Scottish Ministers.
- 6) To note the ongoing work to develop a Programmed Investment Plan in consultation with partners.
- 7) To note that, following consideration of the draft RTS, any decision and recommendations made by Scottish Ministers would be brought back to the Board for consideration and approval of the final Regional Transport Strategy SEStran 2035.
- 8) To agree that the Executive Summary being prepared by the consultants would be circulated to Partnership Board members for review/comment prior to publication.
- 9) To agree that the proposed Communications Plan for the Strategy be submitted to the next meeting of the Partnership Board for consideration.

(References – SEStran Partnership Board, 17 June 2022 (item A5); report by the Strategy and Projects Officer, submitted)

A6. 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 recorded on projects in the past quarter summarised in Appendix 1 of the report.

- 2) To request a progress update on the GoSEStran app pilot project, including details of the metrics applied to measure the pilot, to the next Partnership Board meeting in December; the report to also include information on the integrated NHS and Tactran trial project which gives people easy access to travel information so they could be better informed about the different ways to access, make and pay for journeys.

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

A7. Draft Annual Report 2021/22

The draft Annual Report for 2021/22 was submitted. The annual report provided an overview of SEStran's project portfolio and highlighted the contributions that SEStran had 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.

Decision

To note the draft Annual Report for 2021/22.

(References – Performance and Audit Committee 13 September 2022 (item A8); report by the Partnership Director, submitted)

A7. Date of Future Meetings

Decision

Partnership Board

To note that the next meeting would be held on Friday 2 December 2022 at 10.00am in the Main 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 18 November 2022 at 10.00am in the Dean of Guild Court Room, City Chambers, 253 High Street, Edinburgh, EH1 1YJ/Teams.

B1. Regional Transport Partnerships (RTP) Revenue Funding Survey Response

Details were provided of SEStran's response submitted on the Scottish Government's consultation on the Regional Transport Partnerships (RTP) Revenue Grant.

Decision

To note the terms of the consultation response.

(Consultation response, submitted)

B2. Public Services Reform (Scotland) Act 2010

The Public Services Reform (Scotland) Act 2010 imposed duties on Scottish public bodies to publish information on expenditure and certain other matters as soon as reasonably practicable after the end of each financial year.

SEStran's statement of compliance for 2021/22 was presented to the Board for information.

Decision

To note the content of the material for publication under the Public Services Reform (Scotland) Act 2010.

(Reference – report by the Business Support Officer, submitted)

B3. Minutes

Decision

To note the minute of the Chief Officers' Liaison Group Meeting of 25 August 2022.