

**SESTRAN PARTNERSHIP BOARD MEETING**

**Council Chamber, City Chambers, Edinburgh, EH1 1YJ**  
**Or via Microsoft Teams**  
**10:00am Friday 2<sup>nd</sup> December 2022**

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**09:30 TEA/COFFEE**  
**10:00 PARTNERSHIP BOARD**  
**12:00 LUNCH**

**AGENDA**

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

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- A8. CYCLING FRAMEWORK FOR ACTIVE TRAVEL 153**  
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- A9. PROGRAMME OF MEETINGS 2023 – Report by Angela 170**  
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- A10. DATES OF NEXT MEETING:**  
 The date of the next meeting is scheduled for **10:00am on Friday 17<sup>th</sup> March 2023.**  
*Subject to approval of Item A9*

**AGENDA B – POINTS FOR NOTING**

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Gavin King  
 Secretary to SESTRAN  
 Head of Democracy, Governance and Resilience  
 Strategy & Communication Division  
 The City of Edinburgh Council  
 Waverley Court 2.1  
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25 November 2022

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 Agendas and papers for all SEStran meetings can be accessed on [www.sestran.gov.uk](http://www.sestran.gov.uk)

## 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 Ruairidh Bennett	East Lothian Council
Cllr Dianne Alexander	Midlothian Council
Cllr Jane Cox	Scottish Borders Council
Paul White	Non-Councillor Member

## **A1. Minutes**

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### **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**

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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**

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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**

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### **(a) Audited Annual Accounts 2021/22**

The audited Annual Accounts for the year ended 31<sup>st</sup> 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

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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**

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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**

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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**

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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**

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## **Decision**

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

## PERFORMANCE & AUDIT COMMITTEE

Diamond Jubilee Room, City Chambers, Edinburgh, EH1 1YJ  
and via Microsoft Teams  
On Wednesday 23 November 2022 at 10am

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Pattle	West Lothian Council
	Councillor Linehan	Scottish Borders Council
	Councillor Law	Clackmannanshire Council
	Councillor Glen (from item 7a)	Fife Council
	Councillor McMillan	East Lothian Council
	Doreen Steele	Non-Councillor Member
	John Scott	Non-Councillor Member
<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Jim Grieve	SEStran
	Cheryl Fergie	SEStran
	Angela Chambers	SEStran
	Andrew Ferguson	SEStran
	Keith Fiskin	SEStran
	Iain Shaw	City of Edinburgh Council
	Martin Scott	City of Edinburgh Council

### Action by

#### A1. ORDER OF BUSINESS

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

#### A2. APOLOGIES

Councillor Scott Arthur, Callum Hay and Simon Hindshaw

#### A3. DECLARATION OF INTERESTS

None.

#### A4. MINUTES

To approve the minute of the Performance and Audit Committee of 13 September 2022 as a correct record.

**A5 INDICATIVE FINANCIAL PLAN 2023/24 TO 2025/26**

An update was provided on financial planning being progressed for the 2023/24 revenue budget and indicative financial plans for 2024/25 – 2025/26.

During discussion, Committee were advised that approval would not be until 18<sup>th</sup> March 2023 by which time any changes to the then current financial position would be reflected.

**Decision**

- 1) To note the financial planning assumptions for the period 2023/24 to 2025/26.
- 2) To note that financial planning for 2023/24 to 2025/26 would continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2023.
- 3) To note that the proposed budget was subject to a number of risks. All income and expenditure of the Partnership would continue to be monitored closely with updates reported to each Partnership meeting

(Reference – report by the Treasurer, submitted)

**A6. RISK MANAGEMENT FRAMEWORK**

The Performance and Audit Committee, at its meeting in November 2021 approved the SEStran Risk Management Framework Policy. This policy supports the management of the overall risk process within the organisation, including its governance arrangements.

A six-monthly update of the Risk Register was provided to the Committee.

**Decision**

- 1) To note the risk register.
- 2) To note that a final version of the Risk Register would be referred to the Partnership Board for noting.

(References – SEStran Performance and Audit Committee, 21 November 2021 (item A6(b)); report by the Business Manager, submitted)

**A7 PERFORMANCE AND AUDIT MEMBER ROLE AND FUTURE REPORTING**

**(a) Performance & Audit Committee Terms of Reference**

The Performance and Audit Committee Terms of reference were presented for information. The Terms of Reference and functions of the Performance and Audit Committee were to deal with the following matters: scrutiny, staffing, standards and audit.

**Decision**

- 1) To note the Terms of Reference.
- 2) To agree that officers would report to Committee, when appropriate, on issues relating to customer care and the complaints procedure.

(Reference – Performance and Audit Committee Terms of Reference, submitted)

**(b) Introduction to Future Reporting**

The Partnership Director provided an update regarding the future reporting of the project's performance report. The Partnership Director recommended the Project Performance Report ceases to be considered at the Performance & Audit Committee and goes to the Board on the B Agenda with exceptional matters remaining on the A Agenda. The Board could refer anything specific to the Performance & Audit Committee that they felt required further consideration and scrutiny.

The Partnership Director suggested the Business Plan is reported to the Performance and Audit Committee for scrutiny.

**Decision**

- 1) To note verbal report.
- 2) To agree that the Partnership Director would recommend to the Board that the Project Performance Report ceases to be considered at the Performance & Audit Committee and goes to the Board on the B Agenda with exceptional matters remaining on the A Agenda, with specific issues the Board felt required further consideration and scrutiny being referred to the Performance & Audit Committee.
- 3) To agree that the Business Plan would be presented to the Performance & Audit Committee as being the more

appropriate document for scrutiny.

(Reference – verbal report by the Partnership Director, submitted)

**(c) Project Performance Report – Response to questions from P&A 13/09/22**

Members considered a report responding to the questions raised at the Performance and Audit Committee meeting of 13 September 2022 in relation to Item A7, 'Project Performance Report'. The information provided addressed the following questions:

- a) further details to be provided on SEStran Strategic Network, and
- b) more performance and take-up metrics on the GO SEStran app.

**Decision**

To note the report

(References – SEStran Performance and Audit Committee, 13 September 2022 (item A7); report by the Senior Partnership Manager, submitted)

**A8. PROPOSED DATE OF NEXT MEETING**

10.00am on Friday 3rd March 2023.

**SESTRAN APPOINTMENTS COMMITTEE - EDINBURGH.**

**Date: 27 September 2022**

**PRESENT:** Cllr Colin Davidson (Chair)  
Cllr Russell Imrie  
Dr Doreen Steele

**ATTENDING:** Victoria Wood

**APPOINTMENT OF PARTNERSHIP DIRECTOR**

Applicants for the post were assessed, initially, for suitability on paper, followed by a selection process conducted by Solace in Business Ltd. A note of the applicants to be interviewed for the post of Partnership Director was submitted to the Appointments Committee, together with copies of the relevant application forms and job details.

**Decision**

Thereafter, the selected candidates were interviewed and, following discussion, it was agreed that the post of Partnership Director be offered to Mr Brian Butler on the terms and conditions in line with the grade advertised for the post.

Gavin King  
**Secretary**  
25 November 2022

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

## **Updates to the Governance Scheme**

### **1. INTRODUCTION**

- 1.1 Part of SEStran's organisational drive for continuous improvement is ongoing review of all its governance documentation. A recent review of its Governance Scheme has suggested it is due for amendment.

### **2.0 Amendment of Corporate Procurement Policy**

- 2.1 Recent discussions with the auditors suggested that SEStran should have a written corporate procurement strategy. There is an existing Corporate Procurement Policy, written in 2017, which covers similar ground as such a strategy would. Accordingly, it has been updated and amended to reflect the current position of both the legal framework and SEStran's current, and possible future, context.

- 2.2 The opportunity has been taken to simplify and streamline the wording of the Policy in converting it into a strategy.

### **3.0 Contract Standing Orders**

- 3.1 At the same time as reviewing the Strategy, officers have also carried out a review of SEStran's Contract Standing Orders. These form the basis of day to day tendering and contract award decisions, and are considered to work well. They were last reviewed and updated (mainly to take account of Brexit) in 2021.

- 3.2 However, further changes have been made, mainly to update the Find a Tender Scotland (FTS) thresholds. The Contract Standing Orders are appended, showing the proposed changes.

### **4.0 List of Committee Powers**

- 4.1 At the Board meeting of 18 March 2022, the Board agreed to the creation of an Appointments Committee to appoint a new Partnership Director, delegating to the Secretary to make appropriate adjustments to the Governance Scheme to reflect the Board's decision.

- 4.2 The Appointments Committee is a permanent Committee in its own right and will solely be concerned with the recruitment of a Partnership Director. Its permanency will make sure that recruitment can take place quickly in the future without the need for the step of creation of a special committee or sub-committee each time.

### **5.0 Recommendations**

5.1 It is accordingly recommended that the Board:

5.1.1 Agree to the Corporate Procurement Strategy replacing the existing Corporate Procurement Policy, attached for reference at Appendix Part 6, delegating to the Secretary to make appropriate adjustments to the Governance Scheme to reflect the Board's decision.

5.1.2 Agree to the revision of Contract Standing Orders, as per Appendix Part 5, delegating to the Secretary to make appropriate adjustments to the Governance Scheme to reflect the Board's decision.

5.1.3 To note that the Appointments Committee, created by the Board in March 2022, had been codified in the SEStran Governance Scheme, as per Appendix Part 2.

Anna Herriman  
**Senior Partnership Manager**  
25<sup>th</sup> November 2022

Gavin King  
**Secretary**

**Appendix:** 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
Dec 2022	Gavin King	1.6	FINAL	Changes to Part 2, 5 and 6

## **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 [PolicyStrategy](#)**

The Corporate Procurement [PolicyStrategy](#) 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**

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## Part 1: Standing Orders

### Document Version Control – Standing Orders

<b>Date</b>	<b>Author</b>	<b>Version</b>	<b>Status</b>	<b>Reason for Change</b>
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	1.2	FINAL	Reviewed, no changes
March 2021	Gavin King	1.3	FINAL	Update to include submission of documentation electronically and removal of references to pre-2007 period
September 2022	Gavin King	1.4	FINAL	Annual Review: Changes to 6.4(1) Appointment of Deputy Chairpersons and 36(1) Changes to deadline for deputations to be submitted.
December 2022	Gavin King	1.4	FINAL	No change

**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.

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**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 22<sup>nd</sup> 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:-

<b>Council</b>	<b>Member</b>	<b>Weighting of votes</b>
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:-

- a) such amendments, deletions or additions as may be made to the relevant part of the 2005 Order from time to time
- b) such minor amendments made herein for cross-referencing purposes, and
- c) 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./**



**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

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.

- (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

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

## Part 1: Standing Orders

- 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).

## **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.
  - (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 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

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

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.

- (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.

- (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).

## **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.

## **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



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

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.

## **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.

## 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	1.4	FINAL	Reviewed, no changes
December 2022	Gavin King	1.5	FINAL	Addition of Appointments Committee

**List of Committee Powers**

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### **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.
- 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.



## Part 2: List of Committee Powers

- 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).
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

## Part 2: List of Committee Powers

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).

### Appointments Committee

#### Purpose

- 1 In terms of the Governance Scheme, the Performance and Audit Committee is to take decisions on all staffing matters which are not otherwise delegated to the Partnership Director. This includes performance appraisal and remuneration matters related to the Partnership Director, and changes to terms and conditions.
- 2 In March 2022, the Board agreed to the creation of an Appointments Committee. The Appointments Committee is a permanent Committee in its own right and will solely be concerned with the recruitment of a Partnership Director. Its permanency will make sure that recruitment can take place quickly in the future without the need for the step of creation of a special committee or sub-committee each time.
- 3 The Appointments Committee's remit, therefore, will be to assess candidates for the post of Partnership Director in line with a process set out by the Performance and Audit Committee, and make a decision on appointment on completion of that process.

#### Membership

- 4 The Appointments Committee will comprise the Partnership Chair, the Chair of Performance and Audit Committee, and a non-councillor member nominated by the Board.
5. The quorum for the Appointments Committee shall be 2.

## 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	1.2	FINAL	Reviewed, no change
March 2021	Gavin King	1.3	FINAL	Minor changes to terminology
September 2022	Gavin King	1.3	FINAL	Reviewed, no changes
December 2022	Gavin King	1.3	FINAL	Reviewed, no changes

**List of Officer Powers**

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**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 22<sup>nd</sup> 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



## Part 3 List of Officer Powers

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.

## Part 3 List of Officer Powers

- 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 Sustran.
- 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 Sustran then it must be assessed by the Solicitor or by Sustran's claim handlers to determine whether Sustran has any legal liability to meet the claim. In those cases where Sustran 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)

## Part 3 List of Officer Powers

- 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 Sestrans. 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 Sestrans.
- 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 Sestrans 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 Sestrans to sign cheques. Mortgage deeds in the name of Sestrans 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.

## Part 3 List of Officer Powers

- 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
<b>Responsibility</b>	<b>Currently Assigned to</b>	<b>Delegated Level</b>
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**

<b>Date</b>	<b>Author</b>	<b>Version</b>	<b>Status</b>	<b>Reason for Change</b>
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	1.2	FINAL	Reviewed, no changes
March 2021	Gavin King	1.3	FINAL	Inclusion of paragraph on use of purchase cards
Sept 2022	Gavin King	1.3	FINAL	Reviewed, no changes
Dec 2022	Gavin King	1.3	FINAL	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);

## Part 4: Financial Rules

- 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.

## Part 4: Financial Rules

- 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

## Part 4: Financial Rules

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**



## Part 4: Financial Rules

- 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](mailto:iain.shaw@edinburgh.gov.uk)

### Reviewed March 2021

**EXPENSES CLAIM FORM (OTHER MEMBERS)**

Date of Meeting.....

<b>Name of Claimant :</b>
<b>Address</b>
<b>Post Code</b>

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

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**

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

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

<b>Authorised by</b> .....	<b>Date</b> .....
<b>Ledger Code to be charged</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>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</b>	

## 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
Sept 2019	Gavin King	1.1	FINAL	Reviewed, no changes
March 2021	Andrew Ferguson	1.2	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
<u>Dec 2022</u>		<u>1.3</u>	<u>Draft</u>	<u>Update to tender and FTS threshold values</u>

### **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.

## Part 5: Contract Standing Orders

6.1 The estimated value of a contract shall be assessed in accordance with Regulation 6 of the Regulations.

6.2 The relevant values and the associated tendering procedure that must be applied are detailed in Table below. These values are inclusiveexclusive of VAT and relate to the full potential life of the contract (i.e. including possible extension periods). The values were publishedupdated in 2021 and are subject to review every 2 years in accordance with the Rregulations.

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Tender Procedure	Works	Services	Supplies
FTS Procedure – Standing Order 7	<del>£4,000,001</del> <u>£5,336,937</u> and above	<del>£150,001</del> <u>£213,477</u> and above	<del>£213,450,001</del> <u>£150,001,477</u> and above
Below FTS but with mandatory advertising – Standing Order 8	Between <del>£50,001</del> <u>£60,001</u> and <del>£45,336,936-million</del>	Between <del>£25,001</del> <u>£30,001</u> and <del>£150,000</del> <u>£213,476</u>	Between <del>£25,001</del> <u>£30,001</u> and <del>£150,000</del> <u>£213,476</u>
Advertising not mandatory – Standing Order 9	<del>£650,000</del> or less <del>[£50,000 excl VAT]</del>	<del>£30</del> <u>£25,000</u> or less <del>[£25,000 excl VAT]</del>	<del>£25</del> <u>£30,000</u> or less <del>[£25,000 excl VAT]</del>

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~~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 ~~£5,336,937~~ £4,000,001 and above and Services/supplies Contracts of ~~£213,477~~ £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 ~~£5,336,937~~ £4,000,001 and above and Services and Supplies Contracts with a value of ~~£213,477~~ £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 31<sup>st</sup> December 2020, these

## Part 5: Contract Standing Orders

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 ~~£60,001 50,001~~ and ~~£5,336,936 4 million~~ and Services and Supplies Contracts between £25,001 and £150,000**

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8.1 This Contract Standing Order shall, together with the procedures detailed in the **General Tender Procedures section** below, apply to Works Contracts between ~~£60,001 50,001~~ and ~~£5,336,936 4 million~~ and Services and Supplies Contracts between ~~£30,001 25,001~~ and ~~£213,477 150,000~~.

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 ~~£650,000~~; Services and Supplies Contracts below ~~£30 25,000~~**

9.1 **Contracts with a value below ~~£65,000~~** - Tenders or Quotations need not be invited in respect of contracts which have a value below ~~£65,000~~.

9.2 **Contracts with a value between ~~£65,001~~ and ~~£650,000 30,000~~ (Works) and ~~£25,000 30,000~~ (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:

## Part 5: Contract Standing Orders

- (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 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



## **Part 5: Contract Standing Orders**

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.

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

## **Part 5: Contract Standing Orders**

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;
  - 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

## Part 5: Contract Standing Orders

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](http://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.

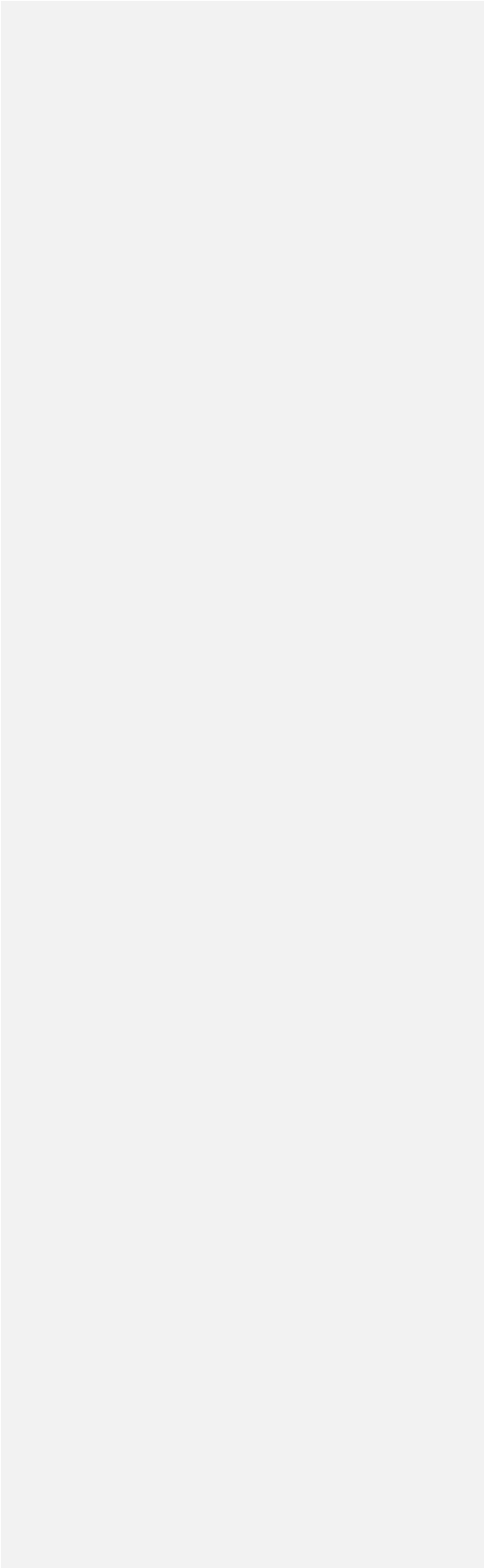
"the Regulations" –means the Public Contracts (Scotland) Regulations 2015 or any amendment or -re-enactment thereof.

"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.

**Part 5: Contract Standing Orders**



## Document Version Control – Corporate Procurement Strategy

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
August 2022	Anna Herriman	1.1	For review	Removes reference to historic procedures Meets requirements for a CP Strategy

### **SEStran Corporate Procurement Strategy**

#### **1. Introduction**

This procurement strategy 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. 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.

The SEStran Procurement Strategy sits within the framework of the Scottish Government's Public Services Reform Agenda and complies with Procurement Reform (Scotland) Act 2014 the Public Contracts (Scotland) Regulations 2015 and Procurement (Scotland) Regulations 2016. The Procurement Strategy ensures that the procurement activities support the key objectives of SEStran and contribute to the achievement of best value in line with SEStran's existing contract standing orders.

SEStran is committed to ensuring that its procurement activity 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.

This strategy 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 supporting SEStran's duties as a public body in improving services and outcomes for all. The strategy links to and complements the SEStran Contract Standing Orders. The strategy applies- to all aspects of procurement: purchasing supplies, services and works, ranging from contracting a whole service to the purchase of day-to-day consumables.

## **2. Vision**

SEStran's vision for procurement is ensure best value for SEStran and support the delivery of the Regional Transport Strategy with high quality outcomes.

## **3. Strategy Principles**

- to support the wider context of SEStran's Regional Transport Strategy and Scheme of Governance.
- 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.
- Adhere to the principles of best value (Challenge, Compare, Consult and Compete) whenever appropriate.
- Set out the reasons and justification for the approach taken to procurement and issues such as awarding a contract without competition.
- Meet SEStran's needs for goods, services and works in a way that generates benefits to the organisation, and to society, economy and environment.
- Consider how procurement can improve the economic, social, and environmental wellbeing of the SEStran area with reference to reducing inequality in the SEStran area, facilitating the involvement of small and medium enterprises, third sector bodies and supported business, and promoting innovation.
- Give due regard within procurement processes to the relevance of all contracts in supporting SEStran's commitment to meet its statutory duties.
- Abide by the highest standards and treat all relevant economic operators without discrimination and act in a transparent and proportionate manner for all procurement activity.
- Protect public spending, ensuring integrity and accountability.

## **4. Use of Competition and Best Value**

The aim of our procurement strategy 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 awarded following a competitive tendering process. There are some instances where best value may be achieved by the

continued delivery of an existing contract without competition and in these situations SEStran will clearly outline the rationale for this in line with relevant Regulations.

## **5. Contract Standing Orders**

As a public body, all SEStran procurement activity follows relevant legislation and the rules set out within SEStran Contract Standing Orders<sup>1</sup>. 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**

Procurement contract awards will be notified on Public Contracts Scotland as appropriate, and all procured contracts and values are reported annually to the Partnership's Performance and Audit Committee and the Partnership Board, as part of the Public Services Reform (Scotland) Act 2010 duties. 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 (Scotland) Regulations 2015, and 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.

Compliance with the general duties and sustainable procurement duties have aided compliance with the Equality Act, specific Scottish duties, the Climate Change Act 2009 and associated Public Bodies Reporting duties.

## **7. Monitoring and Review**

The Procurement Strategy will be kept under review to ensure that it continues to meet the needs of SEStran and delivers measurable contributions towards the achievement of SEStran objectives. Member scrutiny is provided through SEStran's Performance and Audit Committee.

**December 2022**

**Appointment of Third Deputy Chair**

**1. INTRODUCTION**

- 1.1 At its last meeting on the 23 September, the Governance Scheme was updated to remove the requirement that the Chair and Deputy Chair must be from different Councils. This change allows for greater flexibility in appointing Board positions and consequently the Board agreed that any further nominations for Deputy Chair would be accommodated by the creation of a third Deputy Chair role.
- 1.2 Members should note that there is no limit on the number of Deputy Chairs that can be appointed and the Partnership has previously had three Deputy Chairs in office.

**2. APPOINTMENT**

- 2.1 Cllr Imrie has expressed an interest in filling the role of a third Deputy Chair, which has been endorsed by the Chair.
- 2.2 Cllr Imrie would bring a wealth of experience to the role having served as Chair of SEStran from 2007 – 2016. Prior to this he was Chair of SEStran when it was a voluntary organisation.
- 2.3 In terms of geographical spread, Cllr Imrie is currently the spokesperson for Transport in Midlothian Council and would broaden the leadership’s representation across the region.

**3. RECOMMENDATIONS**

- 3.1 It is accordingly recommended that the Board appoint Cllr Russell Imrie as Deputy Chair.

Gavin King  
**Secretary**  
25 November 2022

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



## Indicative Financial Plan 2023/24 to 2025/26

### 1. Introduction

- 1.1 This report provides an update on financial planning being progressed for the 2023/24 revenue budget and indicative financial plans for 2024/25 – 2025/26.

### 2. Main Report

#### Scottish Government Budget 2023-24

- 2.1 The Scottish Government Budget is provisionally scheduled to be announced on 15 December, with the Local Government Finance Settlement anticipated to be announced early the following week.
- 2.2 As part of the Resource Spending Review, the Scottish Government has committed to reviewing Regional Transport Partnerships (RTPs) revenue grant and how this is allocated between RTPs. There is therefore a risk Scottish Government funding for 2023/24 may change from the current year's allocation.

#### Financial Planning 2023 to 2026

- 2.3 The three-year planning assumptions presented to the Partnership on 18th March 2022 have been updated for:
- 2.3.1 estimated staff recharges to projects from 2023/24 to 2025/26. Staff recharges to projects in 2023/24 are forecast to be £39,000. No employee project recharges are forecast each year thereafter. As in previous years, additional income will be sought to supplement project delivery and provide potential for staff recharge opportunities.
- 2.3.2 2023/24 pay award provision, estimated at 3% (£18,595) and pay increments (£5,112). Pay award provision of 3% is included for 2024/25 and 2025/26;
- 2.3.3 an employers Pension Fund contribution rate of 33.1% each year, following confirmation of the 2020 Actuarial Valuation;
- 2.3.4 a reduction of £4,000 in employers National Insurance contributions, following the Chancellor's budget announcement on 23rd September 2022;
- 2.3.5 other minor budget planning changes to reflect current activity.
- 2.4 An analysis of the indicative core budget for 2023/24 to 2025/26 is shown in Appendix 1.

- 2.5** Indicative Projects activity from 2023/24 to 2025/26 is shown in Appendix 2(a) to 2(c). The indicative plan presents expenditure and income balanced for each financial year.
- 2.6** Indicative financial planning from 2023/24 to 2025/26 is based on receiving £782,000 grant from the Scottish Government and £190,000 from constituent council requisitions. This would represent a stand-still in grant and Council requisitions. As noted at paragraph 2.2, the Scottish Government has committed to reviewing RTP revenue grant funding and how this is allocated between RTPs.
- 2.7** Appendix 3 shows all budgeted expenditure and income since 2018/19. Scottish Government grant funding has remained fixed at £782,000 since 2011/12. Council requisitions reduced by 5% in 2017/18 from £200,000 to £190,000.
- 2.8** For 2023/24, external income of £515,000 is anticipated to fund 35% of indicative expenditure.
- 2.9** Council requisitions for 2022/23 are shown in the table below, for reference.

<b>Council</b>	<b>Requisition</b>
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
<b>Total</b>	<b>£190,000</b>

- 2.10** In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy and established an unallocated General Fund reserve of £31,000, based on 5% of the core revenue budget for 2022/23.
- 2.11** An earmarked balance of £131,000 was established following slippage on project delivery and core budget underspend in 2021/22. The indicative financial plan assumes the balance of £131,000 will be fully spent in 2022/23.
- 2.12** A risk assessment for 2023/24 is included at Appendix 4.

### **3 Next Steps**

- 3.1** The proposed revenue budget for 2023/24 will be presented to the Partnership Board for approval at its meeting in March 2023, after review by Performance and Audit Committee and Chief Officers Liaison Group.

### **4 Recommendation**

- 4.1** It is recommended that the Partnership Board:
- 4.1.1** note the financial planning assumptions for the period 2023/24 to 2025/26;

- 4.1.2 note that financial planning for 2023/24 to 2025/26 will continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2023;
- 4.1.3 note that the proposed budget is subject to a number of risks. All income and expenditure of the Partnership will continue to be monitored closely with updates reported to each Partnership meeting.

**5 Background Reading/External References**

**5.1 [Revenue Budget 2022/23 and Indicative Financial Plan 2023/24 to 2024/25](#)**

**Hugh Dunn**  
 Treasurer  
 25th November 2022

- Appendix** Appendix 1 – Indicative Core Budget 2023/24 to 2025/26  
 Appendix 2(a) – Projects – Indicative Activity 2023/24  
 Appendix 2(b) - Projects - Indicative Activity 2024/25  
 Appendix 2(c) – Projects – Indicative Activity 2025/26  
 Appendix 3 – Summary of Revenue Budget 2018/19 – 2025/26  
 Appendix 4 - Risk Assessment 2023/24

**Contact** [iain.shaw@edinburgh.gov.uk](mailto:iain.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.
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.

Indicative Core Budget 2023/24 to 2025/26

Appendix 1

	Approved Budget 2022/23	Indicative Budget 2023/24	Indicative Budget 2024/25	Indicative Budget 2025/26
	£000	£000	£000	£000
<b>Employee Costs</b>				
Salaries	408	425	441	457
National Insurance	50	48	50	53
Pension Fund	144	150	155	161
Recharges	(172) <sup>1</sup>	(39)	0	0
Recharges	(20)	(20)	0	0
Training & Conferences	10	10	10	10
Interviews & Advertising	2	2	2	2
	<b>422</b>	<b>576</b>	<b>658</b>	<b>683</b>
<b>Premises Costs</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>Transport</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Supplies and Services</b>				
Communications & Computing	48	48	48	48
Hosted ICT – Novus FX	46	46	46	46
Printing, Stationery & General Office Supplies	7	7	7	7
Insurance	6	6	6	6
Equipment, Furniture, Materials, Miscellaneous	4	4	4	4
	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>
<b>Support Services</b>				
Finance	30	30	30	30
Legal Services / HR	7	7	7	7
	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>
<b>Corporate &amp; Democratic</b>				
Clerks Fees	12	12	12	12
External Audit Fees	11	12	12	12
Members Allowances and Expenses	1	1	1	1
	<b>24</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>Interest</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Gross Expenditure</b>	<b>619</b>	<b>775</b>	<b>857</b>	<b>882</b>
<b>Funding</b>				
Scottish Government Grant	(429)	(585)	(667)	(692)
Council Requisitions	(190)	(190)	(190)	(190)
<b>Total Funding</b>	<b>(619)</b>	<b>(775)</b>	<b>(857)</b>	<b>(882)</b>

<sup>1</sup> 2022/23 Recharges are to all EU-Funded Projects

**Projects – Indicative Activity 2023-24**
**Appendix 2(a)**

	2022-23	2023-24			
Service	Approved Budget £'000	Gross Expenditure £'000	Income £'000	Net Expenditure £'000	Activity/Notes
Sustainable Travel	63	105	0	105	Implement RTS Activity
Urban Cycle Network	0	100	(100)	0	100% funded by Sustrans
Urban Cycling	21	21	0	21	Cycle Training and support
Active Travel Fund	0	350	(350)	0	100% funded by Transport Scotland
RTS Development	60	18	0	18	Monitoring of RTS
GO e-BIKE	10	10	0	10	Maintenance
Thistle Assistance	6	30	(24)	6	Scheme development and promotion
Consultancy support	30	0	0	0	Projects development
Equalities Action	10	10	0	10	Operator training and survey
<b>EU – Funded Projects</b>					
ShareNorth	18	0	0	0	Ended June 2022
Surflogh	49	5	(2)	3	Ends June 2023
Bling	33	5	(2)	3	Ends June 2023
Primaas	9	15	(13)	2	Ends July 2023
Regio-Mob	5	0	0	0	Ends November 2022
Connect	34	18	(9)	9	Ends December 2023
<b>Real-Time Passenger Information System (RTPI)</b>					
Maintenance	25	25	0	25	
Income – screens	(20)	0	(15)	(15)	
<b>Total</b>	<b>353</b>	<b>712</b>	<b>(515)</b>	<b>197</b>	

**Projects - Indicative Activity 2024-25**

**Appendix 2(b)**

	<b>2023/24</b>	<b>2024-25</b>			
<b>Service</b>	<b>Indicative Budget £'000</b>	<b>Gross Expenditure £'000</b>	<b>Income £'000</b>	<b>Net Expenditure £'000</b>	<b>Activity</b>
Sustainable Travel	105	40	0	40	
Urban Cycle Network	0	100	(100)	0	100% funded by Sustrans.
Urban Cycling	21	0	0	0	
Active Travel Fund	0	400	(400)	0	
RTS Monitoring	18	18	0	18	
GO e-BIKE	10	10	0	10	
Thistle Assistance	6	30	(24)	6	
Consultancy support	0	21	0	21	
Equalities Action	10	10	0	10	
<b>EU – Funded Projects</b>					
ShareNorth	0	0	0	0	Ended June 2022
Surflogh	3	0	0	0	Ends June 2023
Bling	3	0	0	0	Ends June 2023
Primaas	2	0	0	0	Ends July 2023
Regio-Mob	0	0	0	0	Ends November 2022
Connect	9	0	0	0	Ends December 2023
<b>Real-Time Passenger Information System (RTPI)</b>					
Maintenance	25	25	0	25	
Income – screens	(15)	0	(15)	(15)	
<b>Total</b>	<b>197</b>	<b>654</b>	<b>(539)</b>	<b>115</b>	

**Projects - Indicative Activity 2025-26**

**Appendix 2(c)**

	<b>2024/25</b>	<b>2025-26</b>			
<b>Service</b>	<b>Indicative Budget £'000</b>	<b>Gross Expenditure £'000</b>	<b>Income £'000</b>	<b>Net Expenditure £'000</b>	<b>Activity</b>
Sustainable Travel	40	15	0	15	
Urban Cycle Network	0	100	(100)	0	100% funded by Sustrans.
Active Travel Fund	0	450	(450)	0	
RTS Development	18	18	0	18	
GO e-BIKE	10	10	0	10	
Thistle Assistance	6	30	(24)	6	
Consultancy support	21	21	0	21	
Equalities Action	10	10	0	10	
<b>Real-Time Passenger Information System (RTPI)</b>					
Maintenance	25	25	0	25	
Income – screens	(15)	0	(15)	(15)	
<b>Total</b>	<b>115</b>	<b>679</b>	<b>(589)</b>	<b>90</b>	

## Summary of Revenue Budget 2018/19 – 2025/26

	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Core	531	584	581	663	619	775	857	882
Projects	614	590	1,030	786	882	687	629	654
RTPI	108	100	50	23	25	25	25	25
<b>Total Budget</b>	<b>1,253</b>	<b>1,274</b>	<b>1,661</b>	<b>1,472</b>	<b>1,526</b>	<b>1,487</b>	<b>1,511</b>	<b>1,561</b>
<b>External Funding</b>								
EU Grants	139	82	142	106	210	26	0	0
Other income	142	220	547	394	344	489	539	589
<b>Total External Funding</b>	<b>281</b>	<b>302</b>	<b>689</b>	<b>500</b>	<b>554</b>	<b>515</b>	<b>539</b>	<b>589</b>
Scottish Government	782	782	782	782	782	782	782	782
Council Requisition	190	190	190	190	190	190	190	190
<b>Total Funding</b>	<b>1,253</b>	<b>1,274</b>	<b>1,661</b>	<b>1,472</b>	<b>1,526</b>	<b>1,487</b>	<b>1,511</b>	<b>1,561</b>



Risk Description	Existing Controls
<p><b>Pay awards</b> The indicative budget makes provision for a pay award of up to 3% in 2023/24. An uplift of 1% in pay award equates to an increase of £6,198.</p>	<p>Alignment with Local Government Pay Policy.</p>
<p><b>Staff recharges – Projects</b> The indicative budget assumes that £39,000 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><b>Inflation</b> There is a risk that the indicative budget does not adequately cover price inflation and increasing demand for services.</p>	<p>Allowance made for specific known price inflation. Budgets adjusted in line with current cost forecasts.</p>
<p><b>Delays in payment of grant by the EU -</b> 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><b>Pension Fund Contributions</b> The deficit on the staff pension fund could lead to increases in the employer’s pension contribution.  There is a risk the contribution rate may increase from 2024/25, following the Actuarial Review in 2023.</p>	<p>Following Lothian Pension Fund’s Triennial Actuarial Review in 2020, Partnership employer pension fund contribution rates are confirmed at 33.1% until 31 March 2024.</p>
<p><b>Funding Reductions</b> Reduction in funding from Scottish Government and/or council requisitions.  The Scottish Government has committed to reviewing Regional Transport Partnerships (RTPs) revenue grant and how this is allocated between RTPs.  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>Continue to seek to source external funding.  Recruitment control and additional sources of external funding for activities aligned to the Partnership’s objectives to supplement resources.</p>

## **Finance Officer's Report**

### **1. Introduction**

- 1.1** This report presents the second 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 October 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 are provided in Appendix 1.
- 2.2** Cumulative expenditure for the seven months to 31<sup>st</sup> October 2022 was £348,000. This is within the Core budget resources available for the period.
- 2.3** Estimates have been updated to reflect current expenditure commitments, including the 2022/23 pay award to Local Government employees.
- 2.4** It is projected expenditure for the year will be £10,000 less than budget, due to underspends on employee costs and staff travel and increased employee recharges to EU projects. These underspends are forecast to be partly offset by additional expenditure on the Novus FX hosted ICT service.

### **Projects Budget**

- 2.5** The approved Projects budget is detailed in Appendix 2.
- 2.6** The Partnership holds an earmarked balance of £58,000 for project expenditure slippage from 2021/22.
- 2.7** At its meeting on 23<sup>rd</sup> September 2022, the Partnership approved expenditure of £73,000 on three projects in 2022/23, funded from the 2021/22 core budget underspend.
- 2.8** Net expenditure on projects is forecast to be £27,000 less than budget in 2022/23.
- 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:

<b>Date</b>	<b>Balance due to SEStran(+ve) /due by SEStran (-ve)</b>
	<b>£</b>
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
30 September 2022	-33,073
31 October 2022	+50,154

**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 31<sup>st</sup> October 2022 is mainly attributable to funding received from Scottish Government grant and Council requisitions.

### **Reserves**

**2.13** In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy and established an unallocated General Fund reserve of £31,000, based on 5% of the core revenue budget for 2022/23.

**2.14** An earmarked balance of £131,000 was established following slippage on project delivery and core budget underspend in 2021/22. It is forecast that project slippage from 2021/22 will be fully spent during 2022/23.

**2.15** An update of Financial Risks and mitigations is included at Appendix 3.

## **3 Recommendations**

It is recommended that the Partnership:

**3.1** notes the forecast underspend on the Core revenue budget of £10,000;

**3.2** notes the forecast slippage on the Projects revenue budget of £27,000.

**Hugh Dunn**  
Treasurer  
25<sup>th</sup> November 2022

**Appendix**      Appendix 1 – Core Budget Statement at 31st October 2022  
Appendix 2 – Projects Budget as at 31<sup>st</sup> October 2022

**Contact**          iain.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
<b>Employee Costs</b>					
Salaries	408	238	224	409	1
National Insurance	50	29	26	46	(4)
Pension Fund	144	84	64	144	0
Recharges – EU Projects	(172)	(100)	(116)	(176)	(4)
Recharges – Cycling Officer	(20)	0	0	(20)	0
Training & Conferences	10	6	2	5	(5)
Interviews & Advertising	2	1	6	5	3
	<b>422</b>	<b>258</b>	<b>206</b>	<b>413</b>	<b>(9)</b>
<b>Premises Costs</b>					
Office Accommodation	17	8	12	18	1
<b>Transport</b>					
Staff Travel	8	5	1	3	(5)
<b>Supplies and Services</b>					
Communications & Computing	48	37	39	51	3
Hosted Service - Novus FX	46	46	55	52	6
Printing, Stationery & General Office Supplies	7	4	1	4	(3)
Insurance	6	6	5	5	(1)
Equipment, Furniture & Materials, Miscellaneous	4	2	1	3	(1)
	<b>111</b>	<b>95</b>	<b>101</b>	<b>115</b>	<b>4</b>
<b>Support Services</b>					
Finance	30	28	28	30	0
Legal Services / HR	7	0	0	7	0
	<b>37</b>	<b>28</b>	<b>28</b>	<b>37</b>	<b>0</b>
<b>Corporate &amp; Democratic</b>					
Clerks Fees	12	0	0	12	0
External Audit Fees	11	0	0	11	0
Members Allowances and Expenses	1	1	0	0	(1)
	<b>24</b>	<b>1</b>	<b>0</b>	<b>23</b>	<b>(1)</b>
<b>Total Expenditure</b>	<b>619</b>	<b>367</b>	<b>348</b>	<b>609</b>	<b>(10)</b>
<b>Funding:</b>					
Scottish Government Grant	(429)	(284)	(284)	(429)	0
Council Requisitions	(190)	(190)	(190)	(190)	0
<b>Total Funding</b>	<b>(619)</b>	<b>(474)</b>	<b>(474)</b>	<b>(619)</b>	<b>0</b>
<b>Net Expenditure/ (Income)</b>	<b>0</b>	<b>(107)</b>	<b>(126)</b>	<b>(10)</b>	<b>(10)</b>

Projects Budget 2022/23 - as at 31st October 2022

Appendix 2

	Approved Budget	2021/22 Carry Forward	EU /Other Grant	Budget Realign ment	Net Expenditure Budget	Annual Forecast	Forecast Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>EU Projects</b>							
Share-North	36	(22)	(18)	10	6	5	(1)
Surflogh	99	(23)	(50)	23	49	50	1
Bling	66	(5)	(33)	12	40	40	0
Primaas	59	5	(50)	(9)	5	4	(1)
Connect	68	7	(34)	(7)	34	34	0
Regio-Mob	30	(1)	(25)	(2)	2	3	1
<b>Total EU Projects</b>	<b>358</b>	<b>(39)</b>	<b>(210)</b>	<b>27</b>	<b>136</b>	<b>136</b>	<b>0</b>
RTPI	25	30	(20)	8	43	43	0
Active Travel Fund	200	0	(200)		0	0	0
Regional Transport Strategy	60	57	0		117	117	0
Sustainable Travel	63	59	0	(63)	59	32	(27)
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	10	3	0	(2)	11	10	(1)
Thistle Assistance	30	5	(24)	6	17	17	0
<b>Total</b>	<b>907</b>	<b>131</b>	<b>(554)</b>	<b>0</b>	<b>484</b>	<b>457</b>	<b>(27)</b>

Risk Description	Mitigation and Controls
<p><b>Pay awards</b> The revenue budget made provision for a pay award of up to 3% in 2022/23 (£17,980). The 2022/23 pay award to Local Government employees resulted in an increase of £12,141 on the budget provision.</p>	<p>Ongoing monitoring and review of all costs and forecasts during 2022/23, in order to contain the pay award within the approved budget.</p>
<p><b>Staff recharges – Projects</b> 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><b>Inflation</b> There is a risk that the approved 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><b>Delays in payment of grant by the EU -</b> 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><b>Pension Fund Contributions</b> 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><b>Funding Reductions</b> 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>

## Projects Performance Report

### 1 Introduction






- 1.1 This report and its appendix update the Board on performance within SEStran's various workstreams and projects over the last quarter, for noting, and outlines to the Board on proposed approach to streamlining project performance reporting, for agreement.
- 1.2 In addition, the report summarised the details around a contract to be issued to Bewegen, for provision and operation of hire e-Bikes, and outlines the next steps in relation to development of GO SEStran, the digital MaaS app pilot.

### 2 Performance Reporting

- 2.1 For funded projects, programmes and workstreams, progress against agreed outputs and/or Business Plan milestones is indicated in the attached report template. For each, a high level 'RAG' (Red-Amber-Green) status is used, with 'Blue' for completed projects. Once reported as complete, these projects are removed from future updates. Where required, a note explaining progress is provided.

RAG Status	Meaning:
BLUE	Complete
GREEN	Progressing to plan
AMBER	Some issues or delays encountered
RED	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 Bewegen Contract Extension for GO e-Bike**

- 3.1 In June 2019, following an OJEU listed open and competitive tender process, SEStran agreed a contract with Bewegen for the provision and promotion of an on street public hire e-Bike system. The aim of the contracted GO e-Bike hire system is to improve access to active travel opportunities and provide an additional transport connection between town centres and station sites. The existing GO e-bike hire scheme is operated by Bewegen on Bewegen-built technology, e-bikes and lock/station assets; the technology includes geo-fencing of bikes, card payment / charging facilities and system maintenance and promotion. The GO e-bike hire scheme was originally due to commence in April 2020, but due to Covid related set-backs, became operational in early April 2021. The scheme has been operating consistently from three stations in Midlothian and East Lothian. A fourth station requires relocation – it was first removed for public realm works in Dalkeith, but a replacement site found wasn't suitable, and work is now ongoing to secure a long term location with good visibility.
- 3.2 Additional requests for GO e-Bike stations have been received from several Councils since the system began operating, with discussions to identify the most appropriate locations under way. Transport Scotland's Active Travel grant award to SEStran in 2022/23 included an amount of up to £186,000 for this purpose, and funds are committed within the 2022/23 budget for this purpose.
- 3.3 The extension to the GO e-Bike system needs to tie in with the existing GO e-Bike scheme and technology provided by Bewegen to avoid the risk of system incompatibility; this is important both from a technical (system operating) point of view, to avoid having a system with different technical characteristics which would result in technical difficulties in operation and maintenance, and also from an end user perspective, to avoid having any hire charge inconsistencies within the system. For these reasons, and in keeping with the provisions of Public Contracts (Scotland) Regulations 2015, provision 72(1)(b), and Procurement (Scotland) Regulations 2016, provision 6(4)(b), and SEStran Contract Standing Orders 2.2.3, 2.2.4 and 5.5.2, the Partnership Director has agreed officers now pursue a contract with Bewegen and this reports the proposed contract to the Board.
- 3.4 Accordingly, a contract will be formed with Bewegen, based on SEStran's Standard Terms and Conditions of Contract, with a value not exceeding £186,000 to expand the existing GO e-Bike hire scheme, in line with details described above.

### **4 GO SEStran MaaS, DRT and technology development**

- 4.1 Progress within the GO SEStran MaaS and DRT pilot and Tactran pilot is the subject of a separate report on this agenda. The report, at Item A6, notes that several funding bids have been prepared and submitted, seeking to extend the current GO SEStran pilot. The outcomes of these bids should be known in early 2023.
- 4.2 Additionally, within the 2022/23 SEStran budget, funds are earmarked for work to progress DRT solutions in the region. At the same time there is a need to integrate any new DRT and consolidate DRT and digital solutions being developed by partners

to streamline journey apps for people in the region. This work is planned to be procured and to commence this year (2022/23).

## **5 Project Performance Reporting arrangements**

- 5.1 In the more recent past, it has become routine to present a Projects Performance Report to both the Performance and Audit (P&A) Committee and the Partnership Board; the former for information and the latter for both information and decisions.
- 5.2 Prompted by the desire to avoid repetition and to make the best use of Committee and members' time, the P&A Committee at its meeting on 23 November 2022 considered a recommendation from the Partnership Director to:-
- a) drop the Projects report for noting from the P&A agenda and instead focus on scrutinising SEStran's three year Business Plan. The current document is valid for 3 years from 2020/21 and it commits to an annual review of progress against objectives. This activity would be more in line with the Terms of Reference for the P&A committee, and
  - b) on the basis that the majority of recommendations within the Projects Reports are for noting, to place the Projects Progress Report in the "B" agenda in future Partnership Board meetings which would allow members to consider its content and ask questions at the meeting. Where particular issues arise that require the Board's attention or when a Board decision is required, an appropriate report will be included in the "A" agenda.
- 5.3 The P&A Committee agreed to support and endorse the Partnership Director's recommendations above, and to report this to the Board.

## **6 Recommendations**

- 6.1 The Board is asked to:
- a) note progress recorded in the past quarter, summarised in the attached Appendix 1,
  - b) note the awarding of a contract to Bewegen, of up to £186,000 as outlined in paragraphs 3.1 to 3.4,
  - c) agree that officers pursue work to extend DRT activities in the region, with available funds, as outlined in paragraph 4.2,
  - d) agree to the suggested change to Project Performance Reporting arrangements as outlined in paragraph 5.2 (b).

Anna Herriman  
Senior Partnership Manager  
December 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 Performance December 2022


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# 1. Strategy

1.1 Regional Transport Strategy	
<b>Start date:</b> November 2020	
<b>Initial completion date:</b> March 2022	
<b>Expected completion date:</b> September 2022	
<b>Overall project progress:</b>	<b>On track</b>
<b>Brief description:</b> A new Regional Transport Strategy (RTS) to cover the period up to 2035, to provide a regional framework for potential for managing future travel demand, behaviour and developing the region's transport system.	
New RTS aligns to the National Transport Strategy 2, National Planning Framework 4, Climate Change (Scotland) Act 2019, as well as spatial and economic strategies under development across the SEStran area. A new monitoring framework, the 'Programmed Investment Plan' will track transport investment and delivery of RTS priorities. SEStran's current RTS runs until 2025. As reported previously, in March 2022, the expected completion date was revised to allow further consideration of rural issues with Scottish Borders Council. The RTS remains on target.	
<b>Milestones from last quarter</b>	<b>On track</b>
<ul style="list-style-type: none"><li>Completed draft RTS was submitted to Transport Scotland for review and presentation to Scottish Ministers.</li><li>Tender evaluations completed for Programmed Investment Plan to track transport investment and delivery of RTS priorities</li></ul>	
<b>Overall Stages Achieved</b>	<b>On track</b>
<ul style="list-style-type: none"><li>Main Issues Report published May 2020</li><li>Development stages of SEStran RTS 2035 completed with input from partners March 2022</li><li>Statutory assessments completed with input from partners March 2022</li><li>Board approval of draft RTS September 2022</li></ul>	
<b>Next Steps</b>	<b>On track</b>
<ul style="list-style-type: none"><li>Report Ministers' approval to Partnership Board (timescale unknown)</li><li>Develop PIP</li></ul>	

## 2. Strategic Active Travel Projects

2.1 GO e-Bike	
<b>Start date:</b> April 2018	
<b>Initial completion date:</b> ongoing programme	
<b>Expected completion date:</b> ongoing programme subject to funding	
<b>Overall project progress:</b>	<b>In progress</b>

**Project description:** GO e-Bike is a regional bike-sharing programme that aims to increase the visibility of e-bikes and increase access to e-bike use. The first (completed) phase funded through SHARE-North provided shared e-bikes in four community hubs – two in Fife and one each in West Lothian and Falkirk. In the second phase Low Carbon Travel and Transport (LCTT) Fund and Transport Scotland (TS) funding for GO e-Bikes in to two further locations. In addition, a public e-bike hire scheme operated by Bewegen delivered 40 e-bikes across 4 station sites in East Lothian and Midlothian, was launched in April 2021. This phase remains ongoing beyond the LCTT funding period. In 2021, with funds from Transport Scotland, SEStran supported the development of the Cargo Bike Movement hub in Edinburgh, to promote 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 and contract extension.
  - Maintenance, operation, and marketing contract agreed with Bewegen for additional 12 months.
  - Site visits at Penicuik, Dalkeith and Roslin. Preferred sites identified.
  - Over the last full quarter (July-Sep 2022) there were 406 trips from station sites.
  - One e-bike on loan to Porty Community Energy as part of their cycle loan project.
  
- **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. Work with Midlothian Council on relocation of Jarnac Court e-bike station.
  - Bewegen marketing plan being implemented to increase awareness of the scheme and engage with potential partners.

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** *Delayed*
  - 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.

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.

**Funding for 2023/24:** The application for funding for next year has been brought forward to align with other Active Travel Delivery Partners, with draft proposals submitted to Transport Scotland at the end of October. Officers are awaiting feedback, with a final submission due for completion on 16<sup>th</sup> December 2022.

Draft proposals include the continued development of the Strategic Network, with further work to be undertaken on existing routes and the initial stages of development for new routes in some additional areas. Additionally, a further request for expansion to the GO e-Bike bike share system has been made to the level of previous years.

Once feedback is received and an understanding of Transport Scotland’s view of the current submission is known, a further update will be provided to the Partnership Board.

Project Development:

- **Project 1: Attitudinal Survey** *Complete*

- **Next steps:**
- A final publication will be compiled by officers for publication taking insights from the two years of results.

- **Project 3: SEStran Strategic Network**

*In progress*

- **Last quarter:**

- **ARUP** have undertaken a series of stakeholder catch-ups with partner authorities to establish any localised progress within the project areas since that last phase.
- A sub-contract has been agreed with Malcolm Hughes Land Surveyors to undertake utilities investigations along the current study routes with work commencing 21<sup>st</sup> November 2022.
- The procurement exercise for a Transport Monitoring solution for the study routes has ended with Tender Returns to be assessed and awarded w/e 25<sup>th</sup> November 2022.
- All work is on track for completion in early March.

- **Stages achieved:**

- Sub-contractor now onboard for survey work.
- All partner authorities up to date on project progress.

- **Next steps:**

- Final award for Transport Monitoring solution and discussions with local partners on final placement along study routes.

- **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 of Bikeability Scotland across the region was largely at or exceeding pre-pandemic levels over the 2021/22 school year with a record number of pupils taking part in the programme across Scotland. Support Plus Funding for 2022-23 mostly awarded.
- Continue to work with Falkirk Council to increase delivery rates through third party support.
- Bikeability Scotland awards announcement. Annual Achievement award was received by Bikeability Scotland Coordinator in East Lothian. Instructor of year awarded to staff member at Livingston Village Primary School in West Lothian.
- Bikeability Scotland Mentor training course run in October. This course will support an increase in capacity to deliver training in the region.
- Inclusive Bikeability delivery session for Edinburgh school staff and Thistle staff and volunteers in September.
- **Next steps:**
- Mid-year review meetings to be scheduled with the eight Local Authority Bikeability Scotland Coordinators.
- 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.
  - **Next steps:**
  - Explore options for tying in training offers with Go e-bike hire schemes including ‘demo days’ in East Lothian and Midlothian.
  - Looking at options for using the e-bikes for fleet driver training in East Lothian.
- **Adult and Family Cycle Training** In progress
  - **Last quarter:** Grant funding awarded to cycle training providers and organisations who would like to start running cycle training activities and increase capacity.
  - Cargo bike training is being supported in partnership with Sustrans Scotland and other organisations.
  - Essential Cycling Skills training 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, Regional RTPI System that will improve the information provided in the public facing regional screen network incorporating Lothian Buses information.

Project Development:

- In progress*

▪ **Last quarter:**

  - PC replacement for the old system has 90% of the PCs delivered now 'live'.
  - New installations of standalone screens purchased via the framework continue to be utilised by Local Authorities.
  - Training on new content management system completed with local authority representatives.
  - Integration of McGill's operations from First Bus East after takeover complete.
  - Bay Travel in Fife have successfully tested real time for some of their services with tracking appearing in the system.
  - Weekly meetings held with Local Authority partners and projects team.
- Complete*

▪ **Stages achieved:**

  - 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.
- In progress*

▪ **Next steps:**

  - Roll out of new PCs will continue, 175 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.
  - Moffat & Williamson to be integrated.
  - Instillation of new signs purchased via framework to continue.
- In progress*

▪ **NOVUS FX**

  - The NOVUS FX platform training will be conducted with local authority reps in December.

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.
  - Transport Operators guide highlighted to operators via CPT network and a test being run with McGill's internal staff system.
- **Stages achieved:** Complete
  - Journey planning project prototype ready for testing.
  - Rebranding of Thistle Assistance including development of promotional material.
  - Development of standalone website – [www.thistleassistance.com](http://www.thistleassistance.com)
  - Development of transport operator guide.
- **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.
  - Develop an awareness survey to gauge engagement and usage.
  - Discussion with local authority in England about use.
  - Discussions with Lothian Community Transport about use and promotion.

3.3 Newburgh Train Station Study



**Start date:** December 2019

**Initial completion date:** March 2020

**Expected completion date:** March 2022

**Overall project progress:** Complete

**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:** Complete
  - Highlighted at Fife Rail forum.
  - The final report can be viewed using this [LINK](#).
- **Stages achieved:** Complete
  - Case for Change, Initial Options Appraisal and Detailed Options Appraisal.
- **Next steps:** Delayed
  - Awaiting feedback from Transport Scotland.



### 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:

##### ▪ **Last Quarter:**

*In Progress*

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.

##### • **Stages achieved:**

*Complete*

- 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.

##### • **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*

- The Go SEStran app was launched in early August and can be downloaded from [Google Play](#) and [Apple app](#) stores.
- Significant progress has been achieved, which will be discussed in more detail in the separate report on the agenda.
- Full marketing activity in November has produced an encouraging uptick in downloads of the app. Marketing is key to the success of apps of this nature.

▪ **Stages achieved:**

*In progress*


- A number of integrations have been completed by Fuse, including local transport modes such as community transport, Bewegen e-bikes and Enterprise Car Club in East Lothian. Remaining integrations consist of Co-wheels, a car club provider, and the DRT operation.
- A tendering process has been completed for the proposed digital demand responsive transport (DDRT) pilot in East Lothian, and an award made.

• **Next steps:**


*In Progress*

- SEStran continues to work with Transport Scotland to report on progress on a monthly basis.
- 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 the remaining travel modes to the app, comprising a car club provider and the DDRT service mentioned above.
- SEStran is working with East Lothian Council, Prentice of Haddington and the DRT tech provider with a view to enabling the launch of the DRT pilot early next 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

<p>4.1 Forth Freight Study </p> <p><b>Start date:</b> May 2020</p> <p><b>Initial completion date:</b> December 2021</p> <p><b>Expected completion date:</b> June 2022 (end date revised by funder, Transport Scotland)</p>	
<b>Overall project progress:</b>	<i>In progress</i>
<p><b>Project description:</b> <a href="#">This study, delivered by SEStran</a> 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 <a href="#">Local Rail Development Fund</a> that was introduced by the Scottish Government in February 2018.</p>	
<i>Project Development:</i>	
<ul style="list-style-type: none"> <li>▪ <b>Last Quarter:</b> <ul style="list-style-type: none"> <li>▪ Initial Options Appraisal work is complete.</li> <li>▪ Submitted to Transport Scotland in August 2022 for comment.</li> <li>▪ Met with City of Edinburgh to discuss linkages with city mobility plan.</li> <li>▪ Updated SEStran Freight &amp; Logistics forum in November 2022.</li> </ul> </li> </ul>	<i>In progress</i>
<ul style="list-style-type: none"> <li>• <b>Stages achieved:</b> <ul style="list-style-type: none"> <li>▪ Case for Change approved December 2021.</li> <li>▪ Draft Initial Options appraisal.</li> </ul> </li> </ul>	<i>On track</i>
<ul style="list-style-type: none"> <li>• <b>Next steps:</b> <ul style="list-style-type: none"> <li>▪ Begin work on Detailed Options Appraisal subject to Transport Scotland approval.</li> </ul> </li> </ul>	<i>Delayed</i>

## 5. European-funded Projects

<p>5.1 SHARE-North </p> <p>Interreg North Sea Region, ERDF</p> <p><b>Start date:</b> January 2016</p> <p><b>Initial completion date:</b> December 2019</p> <p><b>Expected completion date:</b> June 2022 (following successful extension application and 6-month Covid-19 extension)</p>	
<b>Overall project progress:</b>	<i>Complete</i>

**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:

- **Last Quarter:** Complete
  - 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.
- **Stages achieved:** Complete
  - Project completion and hosting of the final project event
- **Next steps:** Complete
  - 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 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



- Interviews with key business stakeholders in Perth took place in October.
- Presented work to the SEStran Freight & Logistics forum in Nov 2022
- Commissioned an infomercial to be developed to highlight the Edinburgh Zedify hub and the benefits of a sustainable approach to city logistics.
- Met with City of Edinburgh to discuss linkages with city mobility plan.
- Presented paper on drones at Transport Scotland STAR conference.
- **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 hosted a Partnership meeting at the beginning of October in Edinburgh with a workshop led by consultants [Optimat Ltd](#) “Exploring the art of Possible” presenting initial findings for 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*

- Policy paper to be finalised in December 2022 prior to publication and promotion.
- Final BLING conference is scheduled for 26<sup>th</sup> April 2022 to be hosted by the Partners in the North Netherlands.

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 visited SSPA in Gothenburg for a Project Partnership Meeting in September with a study visit guided by the Port of Gothenburg discussing integrating freight modes and sustainability and the challenges faced on a busy waterway.
  - The planned study visit to Forth Ports has been reorganised to early in 2023 to allow for full participation of the project partners.
- **Stages achieved:** In progress
  - Not applicable.
- **Next steps:** In Progress
  - SEStran awaits the result of the Green Ports Funding and whether this can be incorporated into the research that forms part of the work package undertaken.
  - 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 Interregional exchange process took place in Edinburgh on 7<sup>th</sup> and 8<sup>th</sup> September where the best practices from SEStran and the Italian partners was presented and discussed which focused on the interventions and response to COVID-19.
  - Brief summaries on the key learning were shared across participating regions.
- **Stages achieved** In Progress
  - Exchange of information between the project partners through the Interregional exchange process.
- **Next steps:** In Progress
  - Despite the Regio-Mob project now being complete, SEStran will continue to communicate with the other partners involved and use the knowledge shared to influence any further best practices to help implement the new Regional Transport Strategy.

## 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 met on the 22<sup>nd</sup> of November with presentations on the development of Perth West and also the use of drones for deliveries.
- **Equalities and Access to Healthcare Forum**
  - The next forum will take place on Wednesday 12<sup>th</sup> October. The last forum took place on 31<sup>st</sup> March 2022.
- **Integrated Mobility Forum**
  - The next forum meeting is scheduled to take place on Thursday 6<sup>th</sup> October 2022. The last forum took place on 7<sup>th</sup> October 2021.

## **PROGRESS ON GO SESTRAN APP, TACTRAN & NHS**

### **1. INTRODUCTION**

- 1.1** This report seeks to give further information on the GoSEStran project. The Board agreed in September:

‘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.’

### **2. NATIONAL AND INTERNATIONAL CONTEXT**

- 2.1** Mobility as a Service, or MaaS, is a new way of looking at how people get from A to B. Instead of promoting a single form of transport, MaaS focuses on the person making the journey, and gives them all the options for making it. A key MaaS concept is to provide people with easy, digital access to travel information so they can be better informed as to the different ways to undertake their journey. This includes solutions to gather personalised travel requirements into a single travel app.
- 2.2** In its 2018 Programme for Government, the Scottish Government committed to a £2 million investment fund, over three years, to support the testing of the MaaS concept in Scotland. The MaaS Investment Fund was set up to fulfil that commitment. Two tranches of funding, each of £1m, were released, with SEStran being successful in the second round of funding announced in late 2020.
- 2.3** SEStran was also successful in attracting EU funding as part of the PriMaaS project, which sought to exchange information between project partners in a number of European countries on MaaS projects. SEStran hosted an event for partners in Edinburgh in April 2022. The project concludes next year with a conference in the Coimbra region of Portugal.
- 2.4** The GoSEStran project forms part of a total of 5 pilots relating to Mobility as a Service taking place throughout Scotland. The other 4 pilots are:
- GoHi: an ambitious project to integrate all journey options in the Highlands into a single MaaS app, headed up by HITRANS but with a range of public and private sector partners. The project received funding in both tranches of the MaaS Investment Fund;

- Tactran: the Tactran pilot has three different apps, all running from the same MaaS platform provided by Fuse Mobility Ltd. The three apps have been developed for Loch Lomond and the Trossachs National Park, Dundee and Angus College and NHS Tayside;
- Dundee City Council developed an app designed around assisting people going to events in Dundee as well as improving travel ticketing options;
- St Andrews MaaSterplan: a project developed by the University of St Andrews, the MaaSterplan is a comprehensive framework of integrated pilots encompassing new and existing transportation modes, digital tools (Apps), physical infrastructure, programs, and interventions to address commuters and tourists' needs.

**2.5** The pilots meet on a regular basis to share lessons learned, and MaaS Scotland organise events designed to assist both exchange of information and best practice as well as input from external experts. All pilots report on a regular basis to Transport Scotland as principal funder, on the metrics which form part of the grant agreement.

### **3.0 REGIONAL CONTEXT: THE RTS**

**3.1** SEStran's RTS was approved by the Board at its last meeting on 23<sup>rd</sup> September. Amongst its policies, as approved by the Board, is Policy 11.2, which states:

- a) A network of integrated, multi-modal mobility hubs should be implemented across the region starting with the 8 pilot locations identified in the SEStran Mobility Hub Study...
- b) ...
- c) ...
- d) The implementation of a regional MaaS scheme is supported in principle.
- e) Opportunities to expand DRT provision should be sought and to make the most efficient usage of capacity available on existing transport services.

**3.2** Also worthy of note in the regional context is the [SEStran Demand Responsive Transport Study](#), published in June 2020, which identified that SEStran, and other RTPs, could potentially have a 'strong role to play' in realising the potential of the DRT sector going forward. The study had a number of recommendations, which included identifying sources of funding for DRT pilots.

**3.3** It was in the context of the then emerging RTS and the DRT study referred to above that SEStran, in November 2020, launched a Call for Partners with a view to making a bid to the MaaS Investment Fund. This generated considerable interests amongst both the 8 constituent councils, and the private sector. One crucial partner was East Lothian Council, who were developing a network of Journey Hubs in line with the SEStran Mobility Hub Study referred to in the RTS.

#### **4. PROGRESS OF THE SESTRAN BID**

- 4.1** The SEStran bid, which was formed in conjunction with a number of public and private sector partners, was lodged in February 2021. This was an ambitious bid, seeking £600,000 of funding, consisting of a core project of a MaaS pilot in East Lothian, as well as two associated DRT trials, one in Fife and one in East Lothian. Given the nature of the Fund, the additional DRT pilot in Fife, costing around £150,000, was always seen as aspirational.
- 4.2** The initial outcome was that the SEStran bid was placed third of the total of 15 bids to the second tranche of funding. Following discussions with Transport Scotland, a revised proposal was submitted, which focused on the East Lothian MaaS and DRT pilots. This was approved in principle in December 2021.
- 4.3** At its meeting on December 3<sup>rd</sup>, 2021, the Board received a report on progress in relation to the project, and approved the following:
- 1) To note the terms of the report and the successful award of funding.
  - 2) To agree to officers pursuing further funding for both this project and other stand-alone DRT projects in the region.
  - 3) To delegate to the Partnership Director powers to enter necessary agreements with consortium partners to deliver the project and to reach agreement with Transport Scotland on the terms of the grant, subject to appropriate legal advice.

Following this Board approval, officers sought to progress both the project and funding bids.

#### **5.0 PROGRESS AND METRICS**

- 5.1** Following some months of negotiations to finalise the necessary legal agreements around grant funding and data sharing, the project launched in mid-August this year. The current consortium of partners comprises SEStran, Tactran, Fuse Mobility Ltd., the technology provider, and East Lothian Council. Other partners may be assumed into the consortium as and when appropriate for the DRT trial (see below).
- 5.2** At the Board in September, a number of queries were raised around the necessity for an app of this nature. It is worth re-emphasising that the GoSEStran pilot, along with the other pilots elsewhere in Scotland, are just that – trials of technological enhancement to journey planning, integrating all journey options – including those which will not be offered on the private sector-only apps available for urban areas. The [project page on the SEStran site](#) now has a number of resources, including a slide pack which goes into more detail on the difference between apps like GoSEStran and other technologies available.

**5.3** As part of its commitments under the grant agreement with Transport Scotland, SEStran has to provide monthly reports to them showing current project. This provides a number of in-project metrics, and the most recent of these are set out at Appendix One. It is worth noting that there has been a big uptick in numbers following the full implementation of a marketing campaign. Appendix Two has also been produced by SEStran’s tech partners, Fuse, to show the same data from the start of the project. As a brief summary, however, the table below shows some key numbers:

<b>Measure</b>	<b>Current number</b>
App downloads (required for journey planning)	583 (253 in first 3 weeks of November)
Number of journeys planned on the app	1,346
Percentage of Journeys via sustainable modes – walk, bike / e-bike, bus, train	84%

**5.4** In addition to the in-project metrics, the project has engaged Ansons Consulting to carry out the monitoring and evaluation part of the project. This consists partly of analysis of the user numbers and other metrics from Fuse’s data dashboard. However, the project team have also allocated extra money towards more qualitative research. An interim survey was carried out at the start of November and 62% of those who completed the survey stated that the GO SEStran platform has made it more likely that they will use sustainable transport, instead of driving.

**5.5** Ansons will also now use focus groups to get feedback on the app, and following a presentation at the Equalities and Access to Healthcare Forum in October, a member of the Forum who is registered blind will participate to give their unique perspective on the difficulties of using apps like these.

**5.6** The full monitoring and evaluation report will be provided to Transport Scotland after the current project end date of March next year. They have indicated that a full evaluation of all the pilots will not be complete until late 2024.

**5.7** Part of the project agreed with Transport Scotland is to create an Open Learning Network whereby information and best practice can be shared amongst councils and RTPs throughout Scotland and beyond. Scotland is seen as pioneering the MaaS concept, although similar projects are being trialled worldwide. Three learning events are scheduled for the New Year.

## **6. TACTRAN’S NHS TRIAL**

**6.1** Again, in response to a request from the Chair of the Equalities and Access to Healthcare Forum, some information on the Tactran trial involving a ‘sister’ app and NHS clinics in Tayside was presented to the Forum’s last meeting. The updated information is set out below.

- 6.2** GoNHS Tayside was launched on 26<sup>th</sup> August 2021, as a travel app which was made available to patients attending the Urology Clinic in Perth Royal Infirmary. Patients' appointment letters included a link to the app. The pilot was so successful that NHS Tayside asked that it be rolled out across the Health Board area for all clinics, and this happened in April this year. More recently, the app has been promoted to staff and visitors to Tayside NHS facilities (October this year).
- 6.3** Up to date data on this app show an overall number of users of 1721, 1440 journeys planned, and 95 per cent public transport share of journeys. Unfortunately, no data exists at present on how the app has affected the number of missed appointments, although Tactran are pursuing this.

## **7. DRT AND FUTURE FUNDING**

- 7.1** The initial planned DRT trial, to be run by Prentice of Haddington in partnership with tech providers Liftango, failed to progress as the parties were unable to reach agreement on the parameters of the app and the bus service. This in itself was a useful learning exercise and led directly to Prentice trialling a successful 'flexible fixed route' service as part of its 109 route, starting in April this year.
- 7.2** In line with the remaining funding available, SEStran has now procured a DRT service which will implement a new DRT service on the existing 122 route to Haddington.
- 7.3** One of the main constraints to all of this activity is the lack of longer-term funding, both for the GoSEStran and DRT elements. Accordingly, in line with the December 2021 Board decision, SEStran officers have been seeking further funding. In particular, they have:
- Collaborated with Tactran, East Lothian and Angus Councils in a Tactran-led bid to EU Horizons. This bid if successful will see funding secured for all of the Fuse powered MaaS apps in both regions, including GoSEStran, and further DRT pilots in Angus and East Lothian;
  - At their request, entered discussions with the City of Edinburgh Council, whose City Mobility Plan includes similar policies to SEStran's RTS about trialling MaaS in Edinburgh;
  - Had similar fruitful discussions with Fife Council about use of GoSEStran as part of the Levenmouth Reconnected project;
  - Applied, via the DRT tech provider, for Michelin Innovation Parc funding of £25,000 to extend the current DRT pilot;
  - Contributed, along with the other MaaS pilots, to a discussion with MaaS Scotland which will see representations made to the Transport Minister by MaaS Scotland to extend the existing pilots pending their final evaluation.
- 7.4** Subject to available funding, future collaborations with the other constituent authorities are planned, involving integrations of local transport providers into the GoSEStran app.

## **8. CONCLUSIONS AND RECOMMENDATIONS**



**8.1** The GoSEStran MaaS pilot is performing well, with greatly increased uptake in the last month. It sits in line with national and regional policies and aspirations. Just as importantly, the relevance of MaaS and digital DRT and their interconnectedness is being trialled. Both of these elements may form part of the future landscape that the RTS envisions, with sustainable journey choices being supported and made more convenient for people.

**8.2** It is accordingly recommended that the Board:

- Note progress made on the project to date;
- Support officers' efforts to promote the GoSEStran project and its expansion into other parts of the SEStran area;
- Agree to support further collaboration with Tactran and others to share lessons learned and best practice across Scotland, including via the Open Learning Network.

Hattie James  
**Project Officer**

Andrew Ferguson  
**SEStran Consultant**

24<sup>th</sup> November 2022

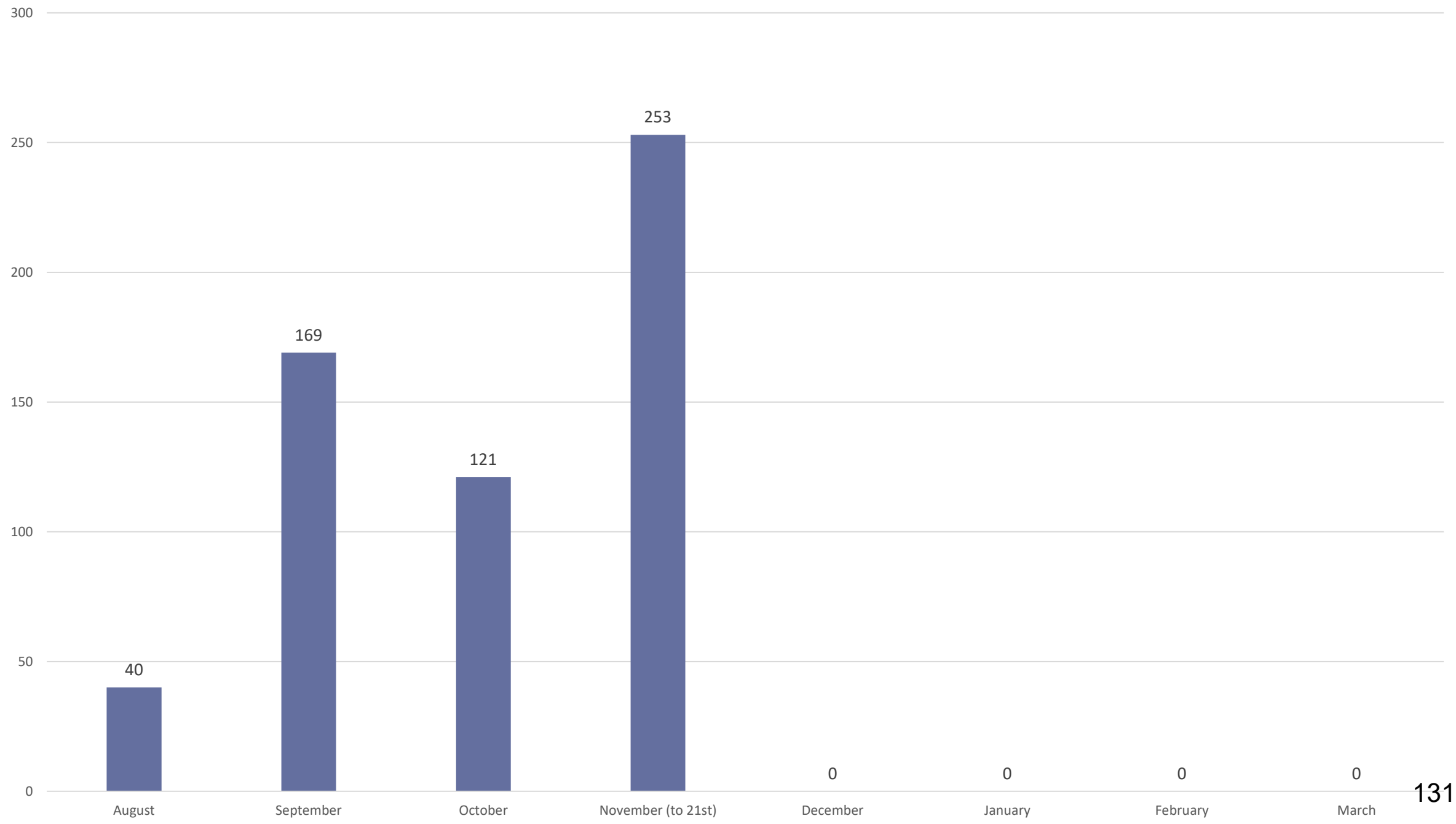
Policy Implications	In line with RTS policies as set out in report
Financial Implications	Current pilot fully funded; extension subject to further funding
Equalities Implications	An EqIA has been finalised and does not identify significant implications. Discussions at Equalities and Access to Healthcare Forum are being factored in.
Climate Change Implications	Success of the app should reduce overall carbon emissions.



# GoSESTRAN pilot figures to 21<sup>st</sup> Nov 2021

# New Users

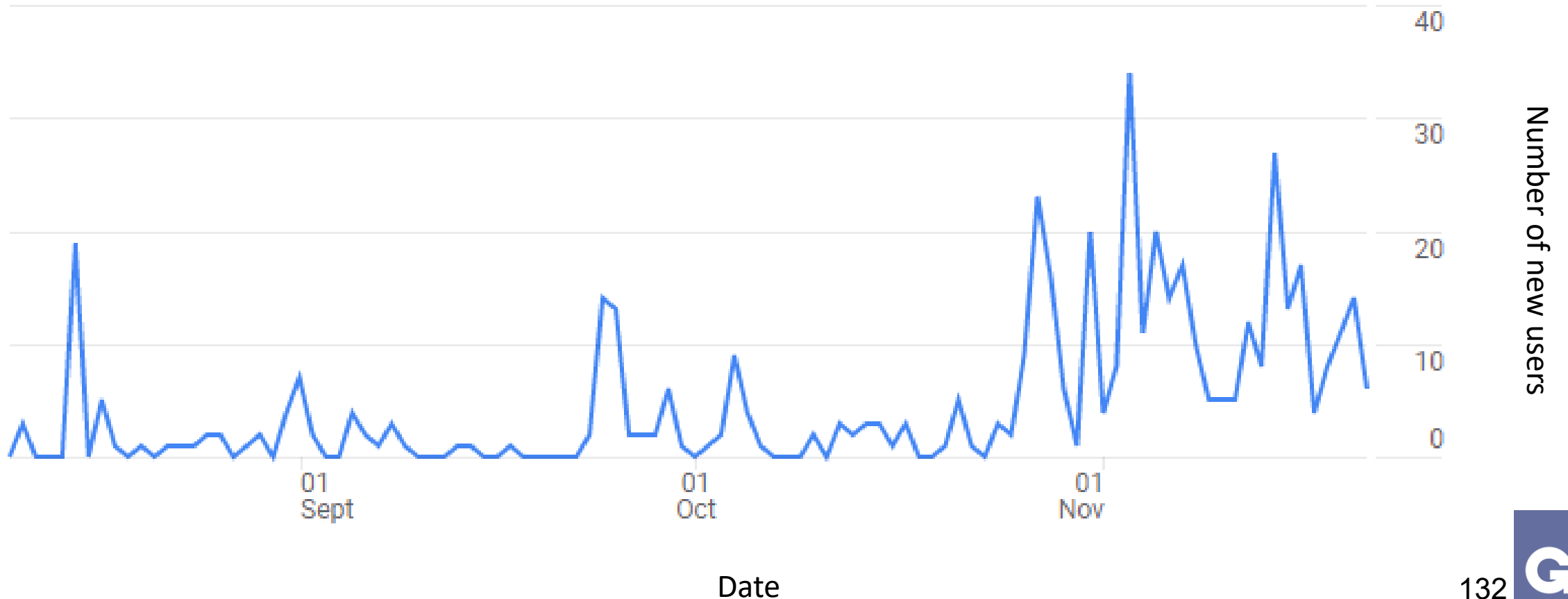
**TOTAL since launch = 583**



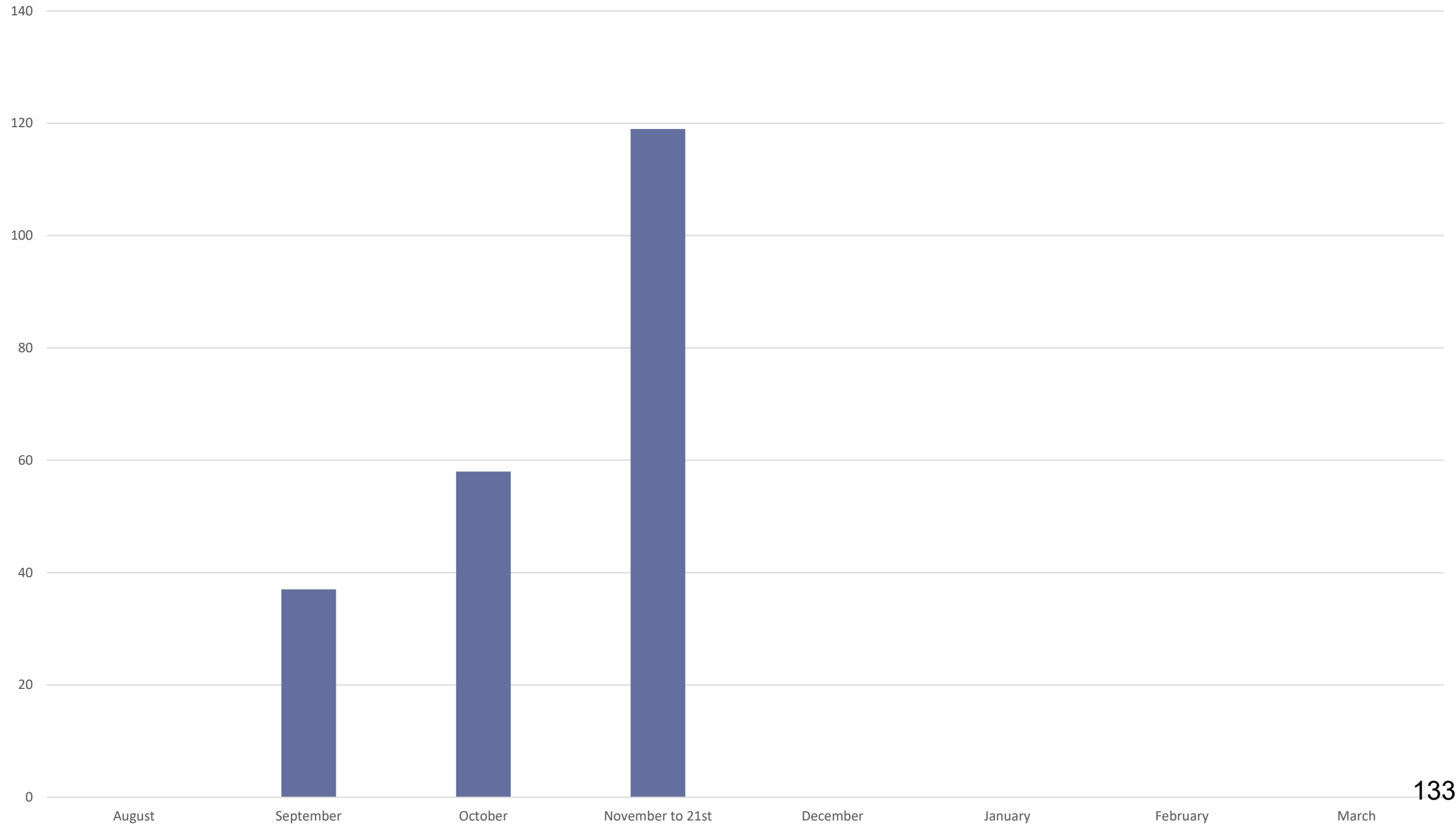
# New user spikes

Notable points:

- 34 new users on the 3<sup>rd</sup> November
- 27 new users on the 14<sup>th</sup> November
- New users every day since 24<sup>th</sup> October

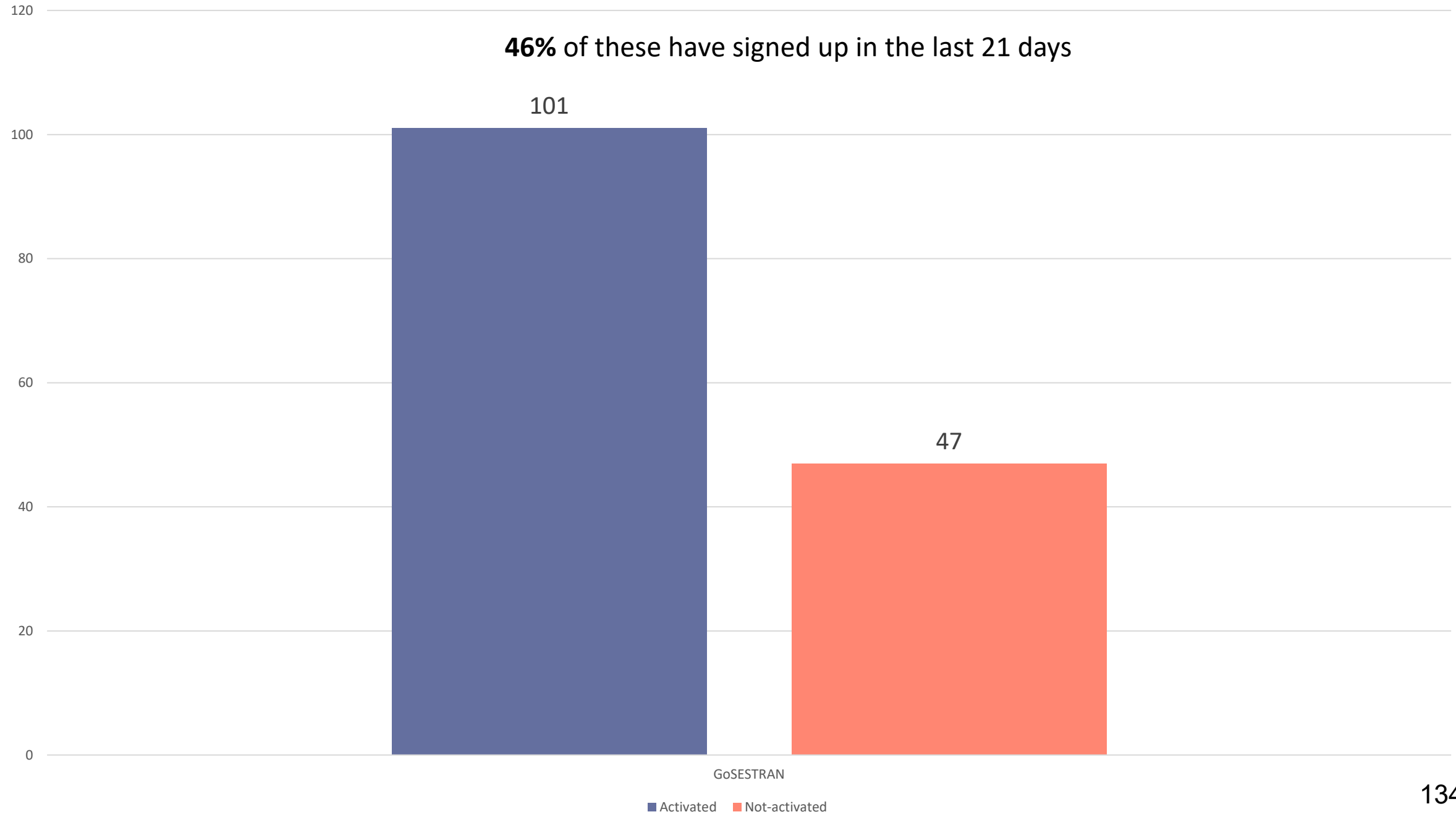


# Returning Users

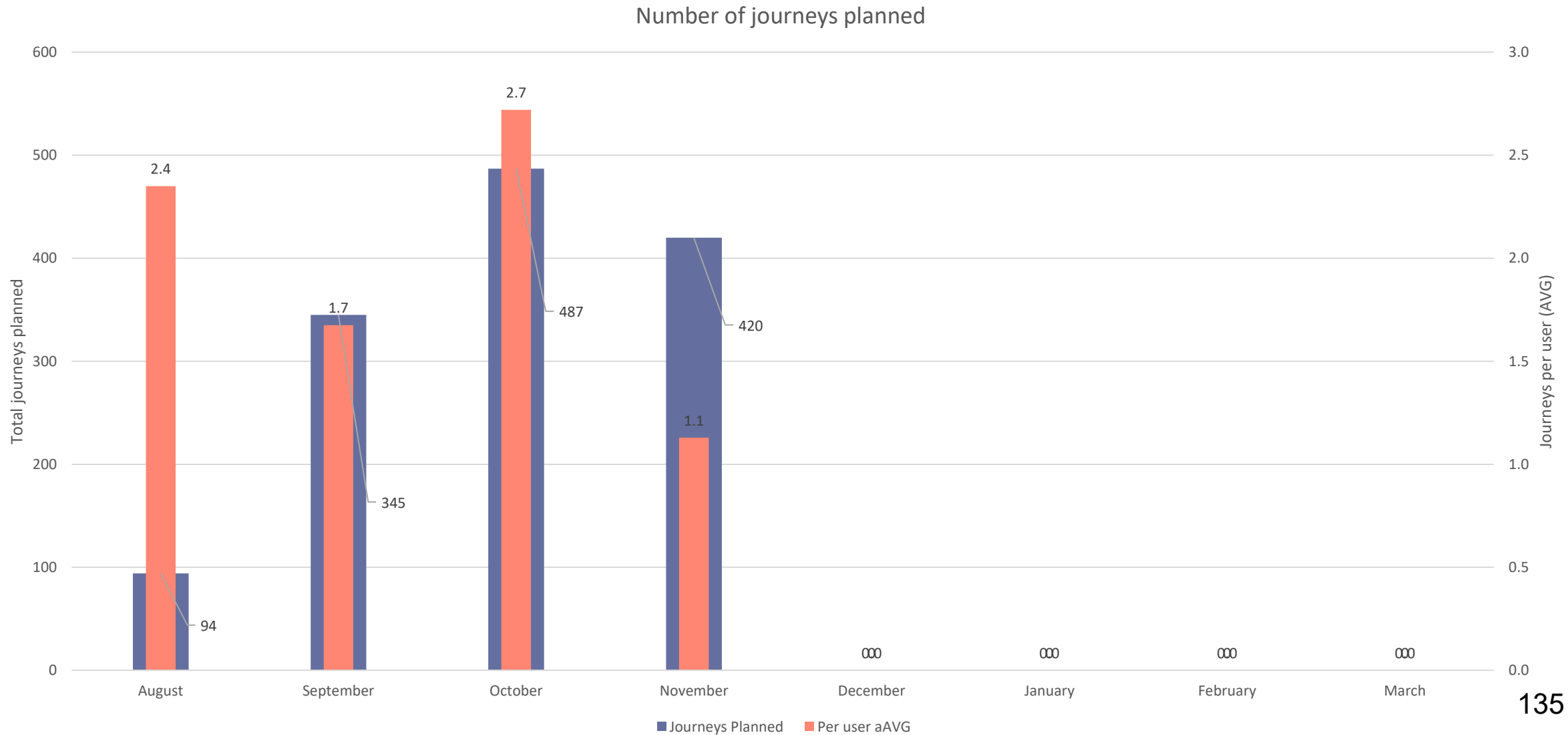


# User accounts

**46%** of these have signed up in the last 21 days

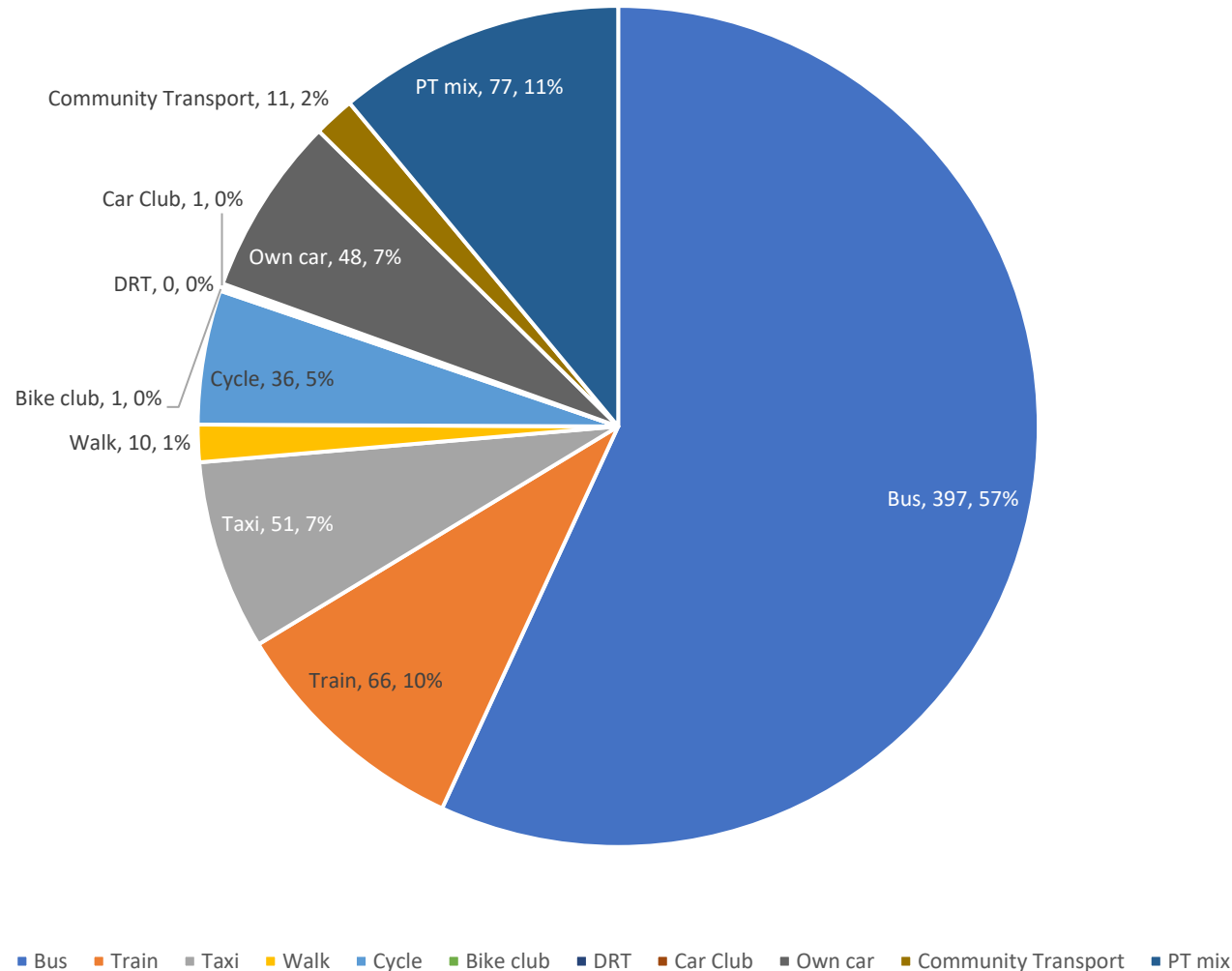


# Number of Journeys Planned



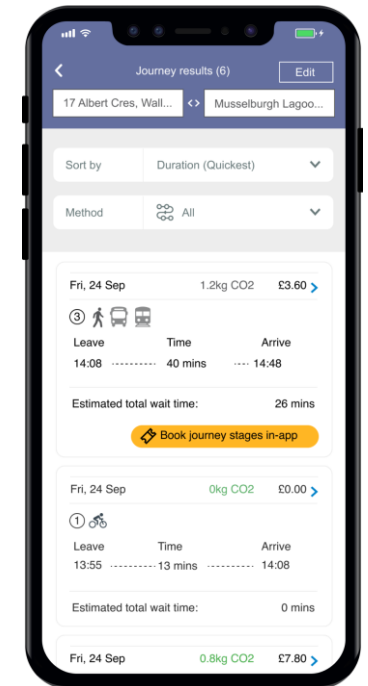
Launch to 21<sup>st</sup> November

# What types of journey are being planned? (Final viewed journey)



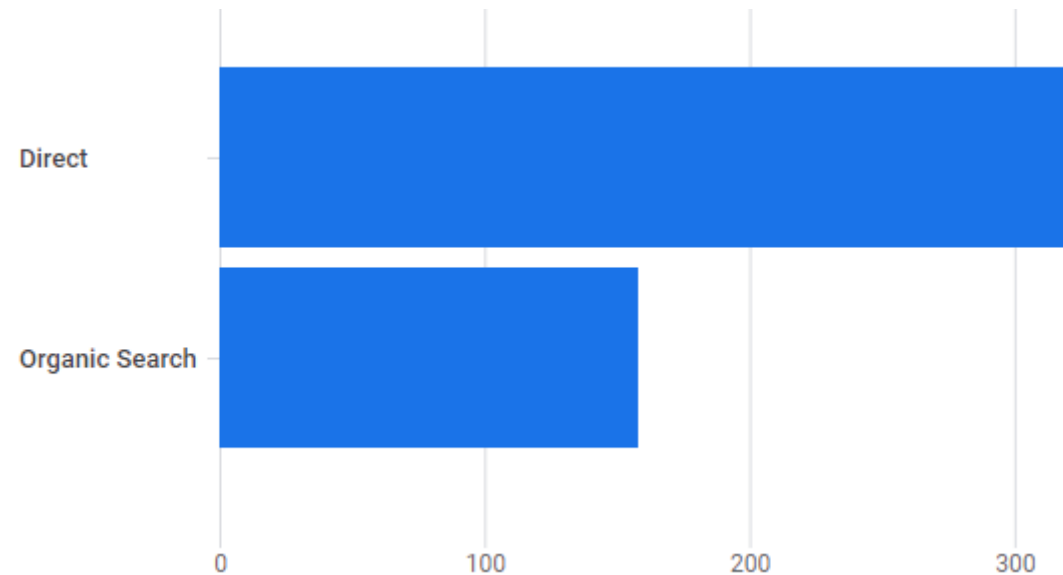
84% sustainable journeys

658 (49%) of users didn't view detailed journey info beyond the summary info screen so we don't know what they viewed



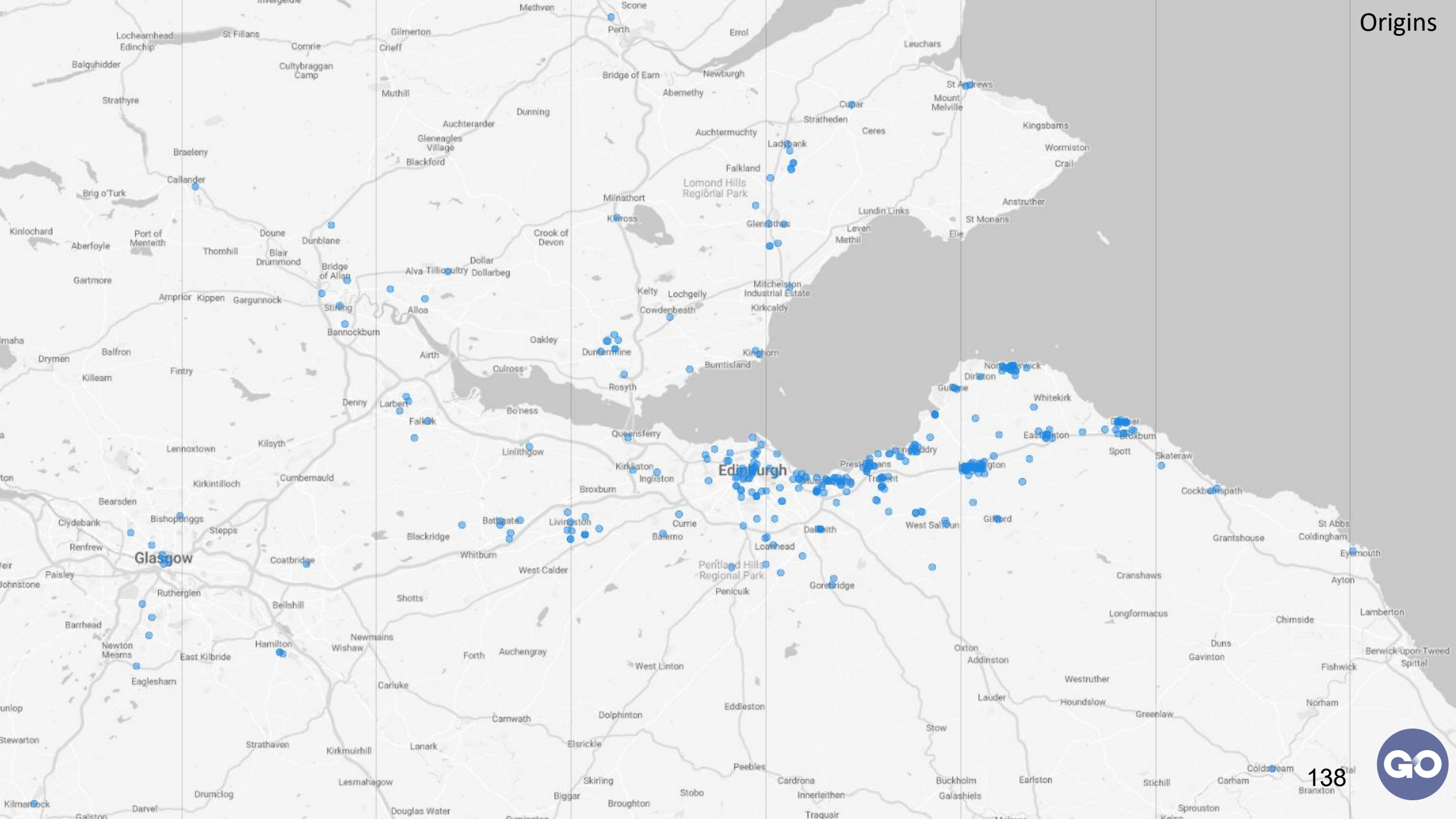


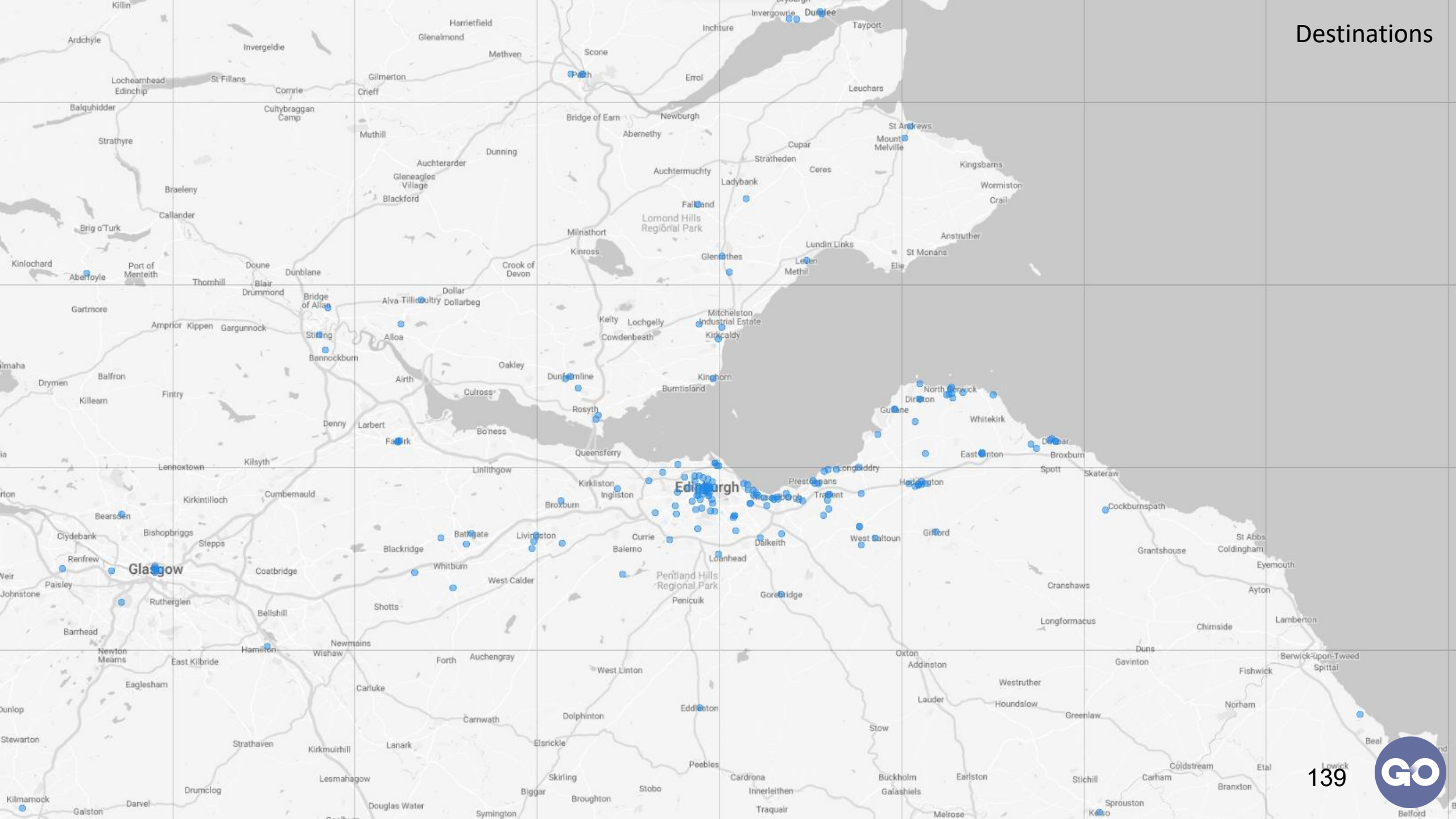
# How did we acquire new users?



(Typing in 'GoSESTRAN' specifically or scanning a direct QR link)

(keyword search e.g. 'journey planner')



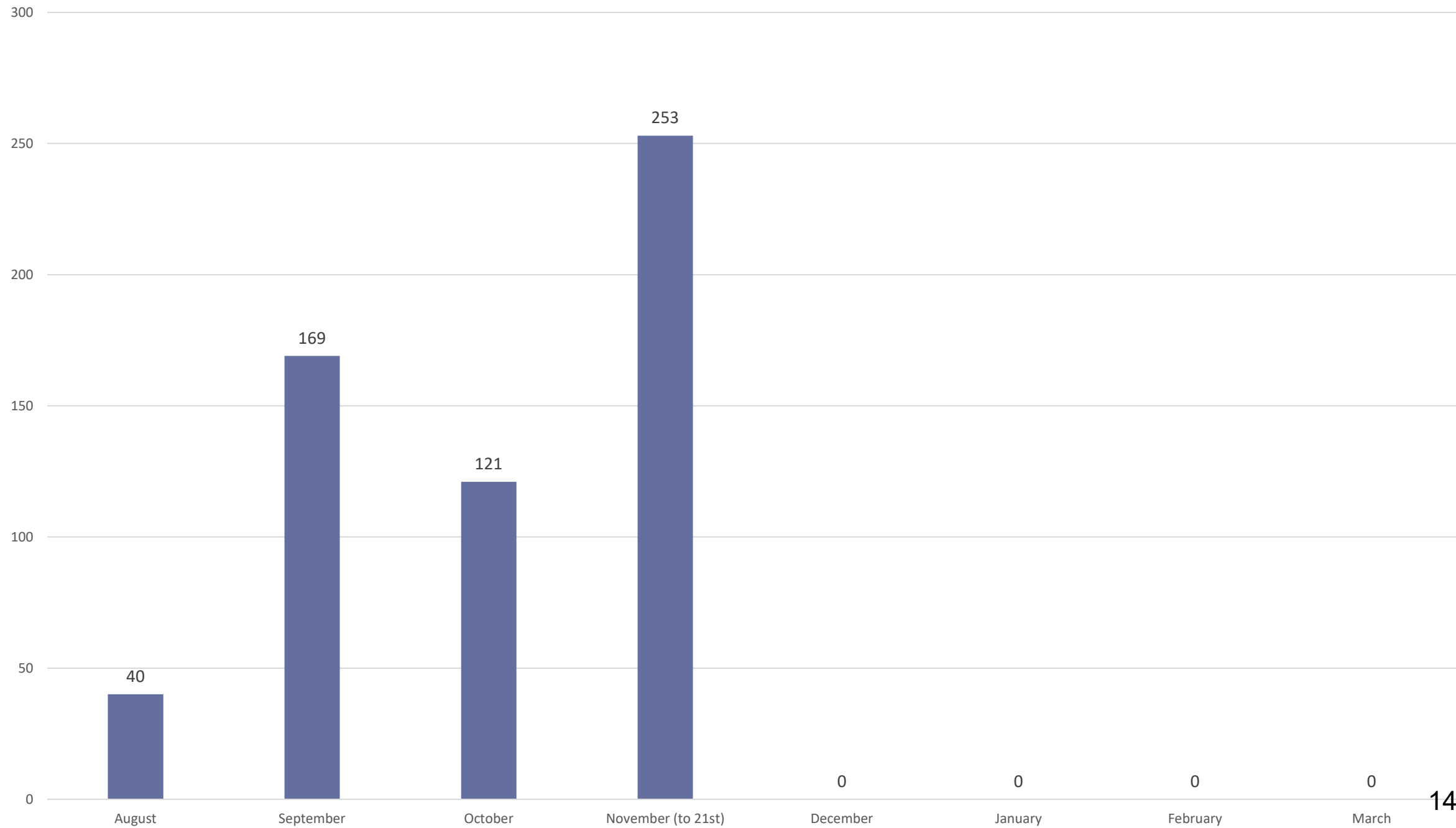




# GoSESTRAN pilot figures to 21<sup>st</sup> Nov 2021

# New Users

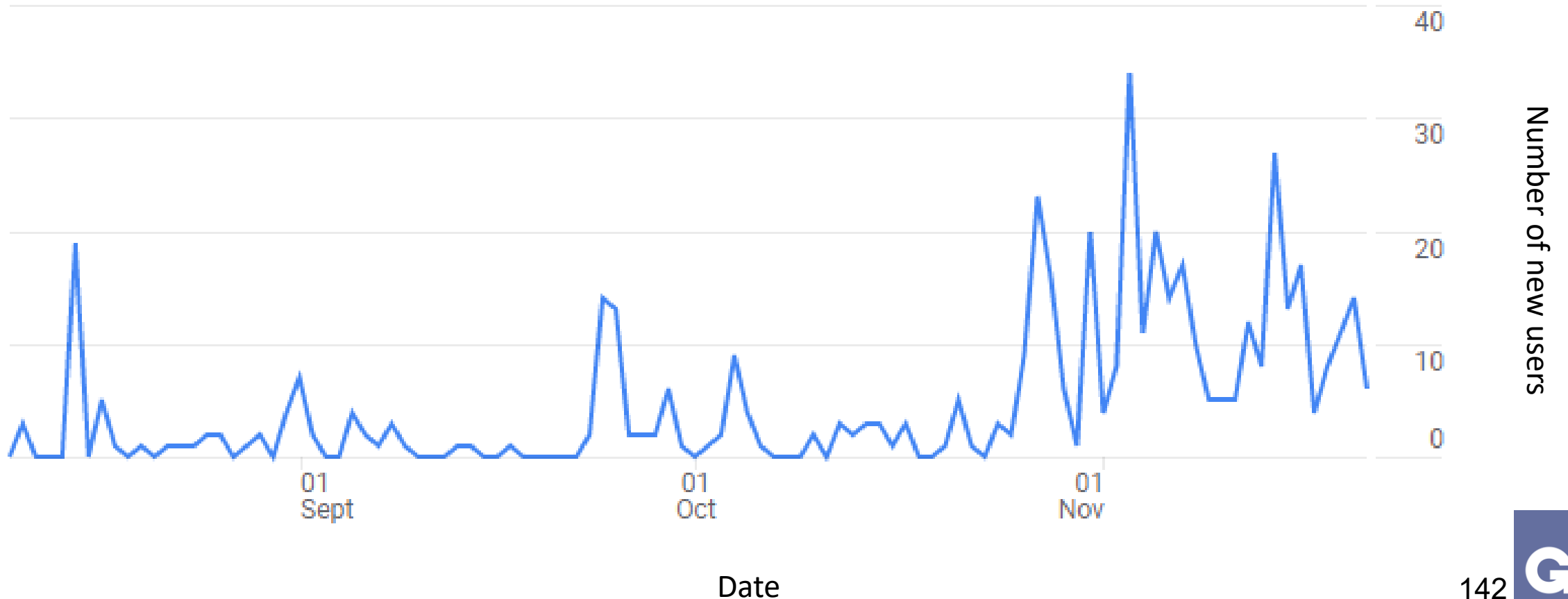
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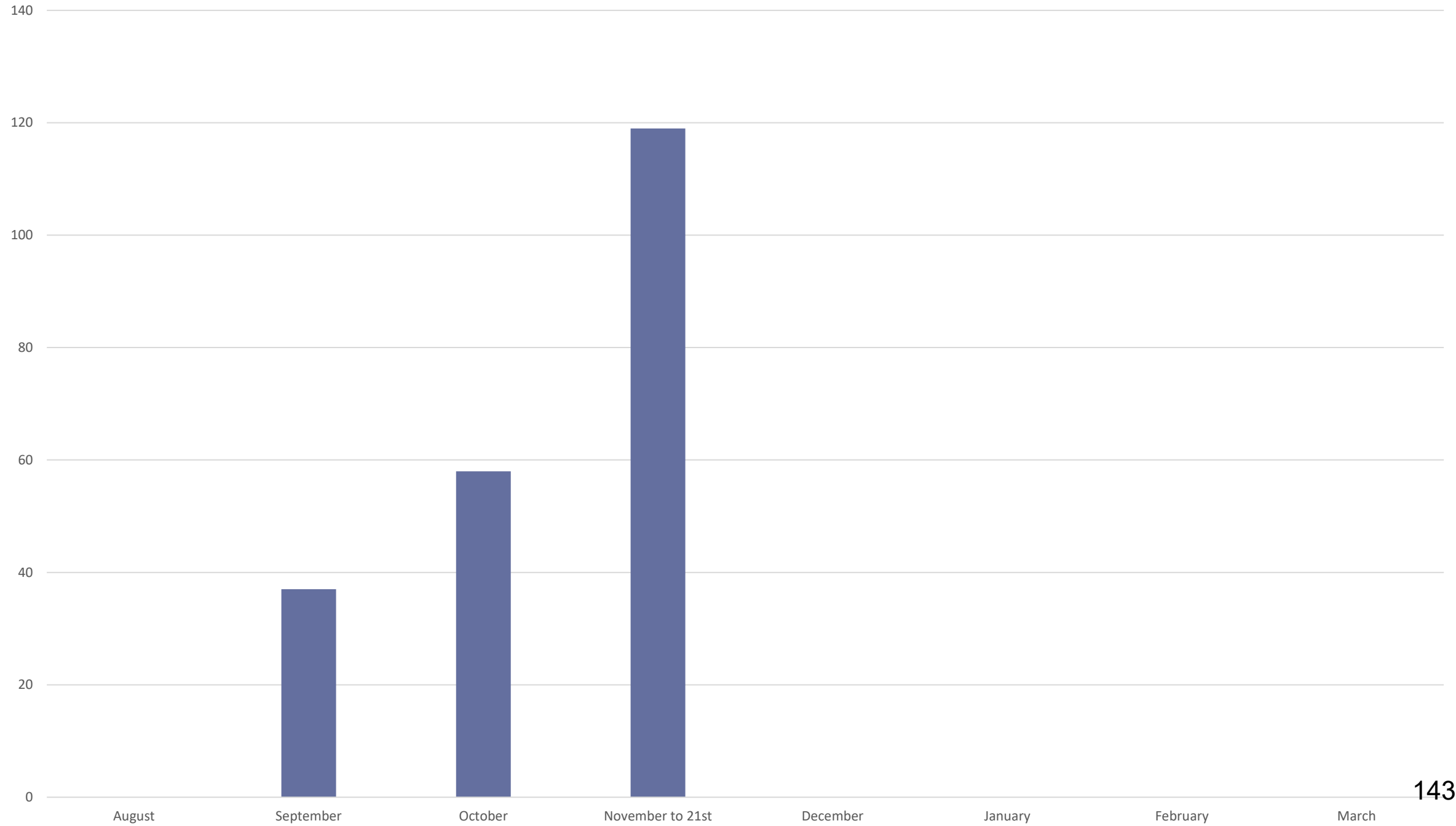
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# Returning Users



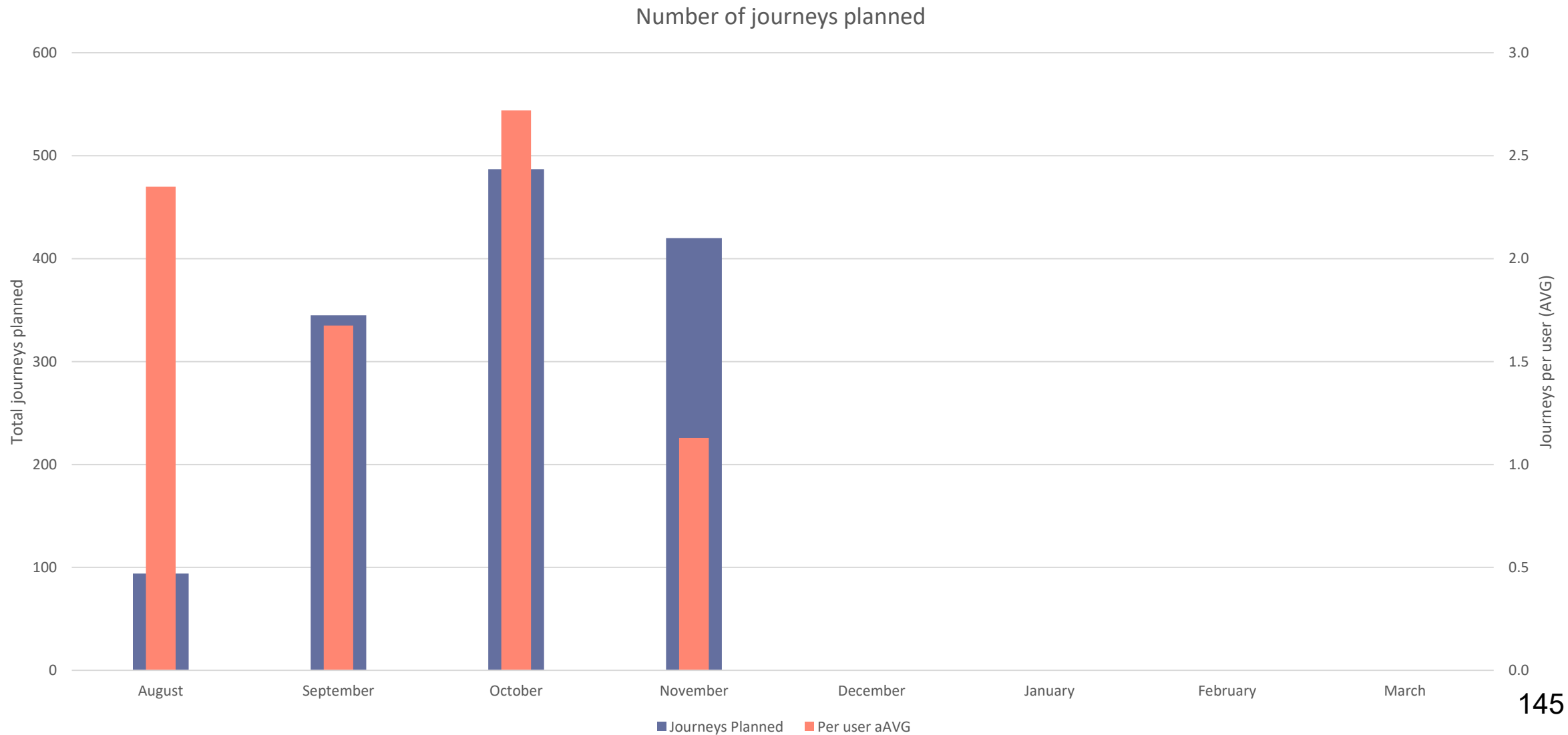
# User accounts

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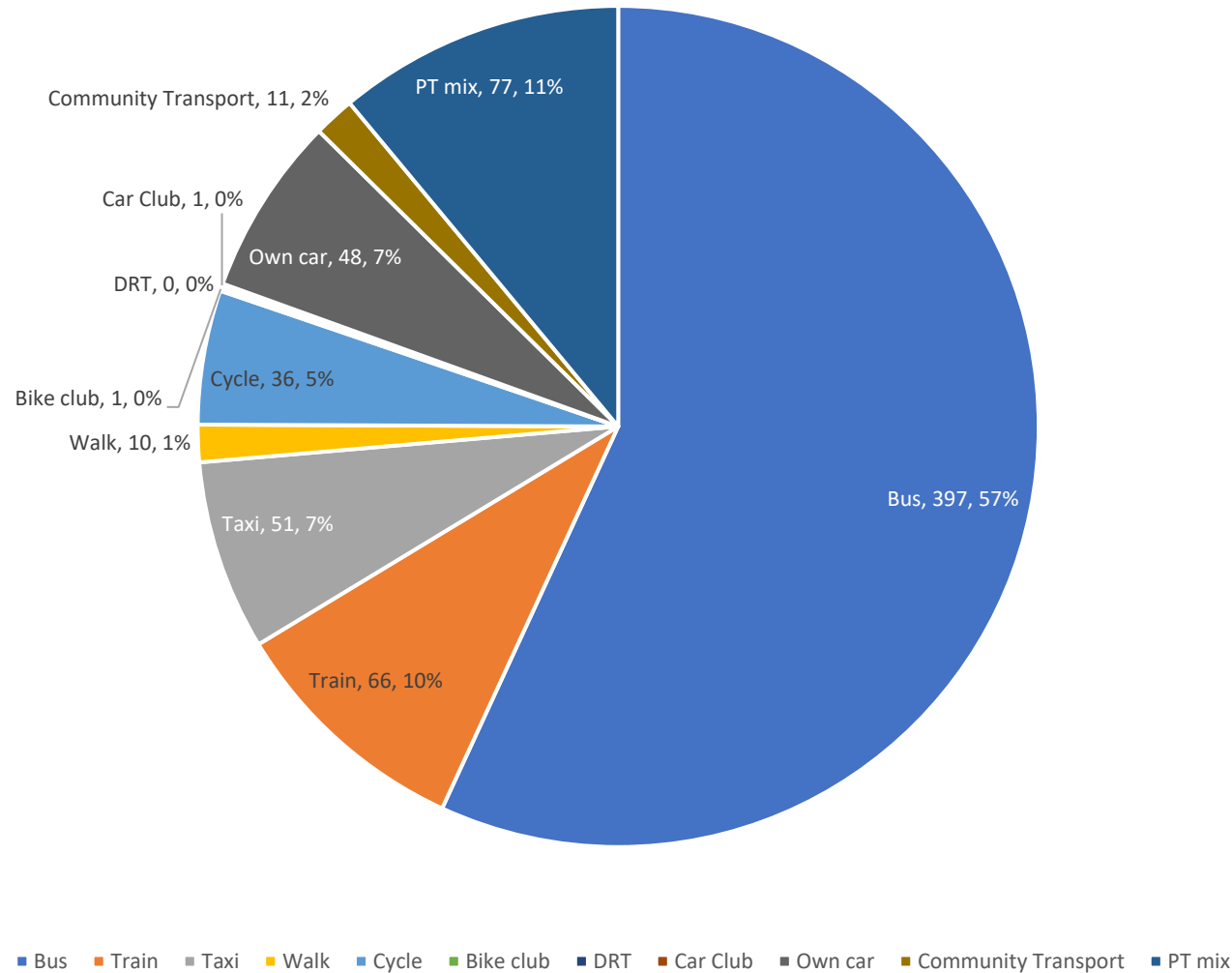


# Number of Journeys Planned



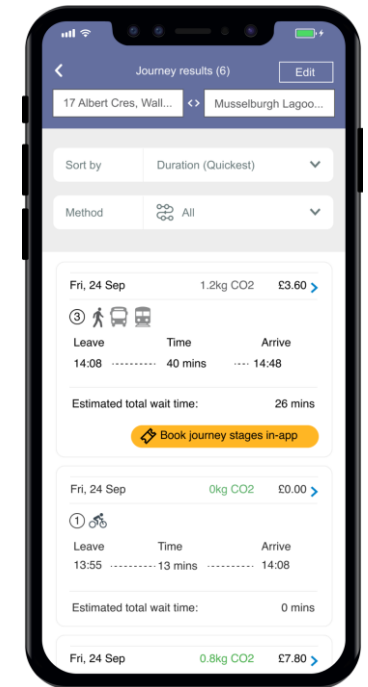
Launch to 21<sup>st</sup> November

# What types of journey are being planned? (Final viewed journey)

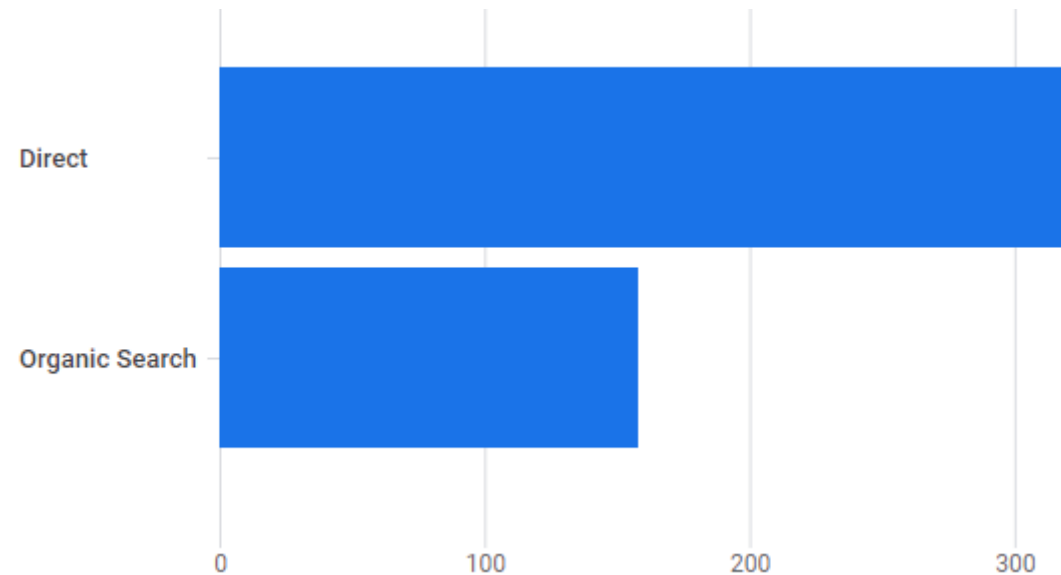


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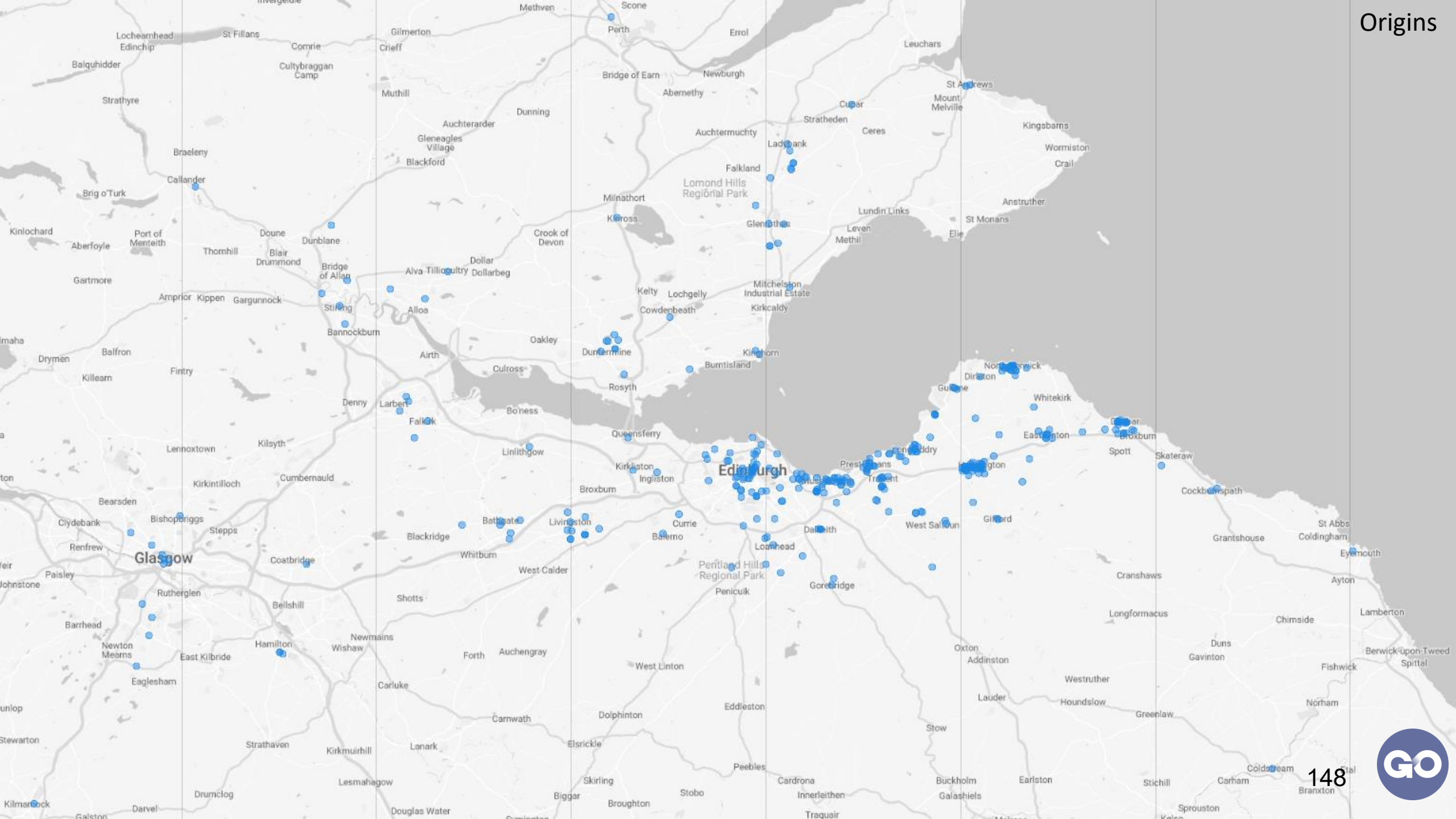


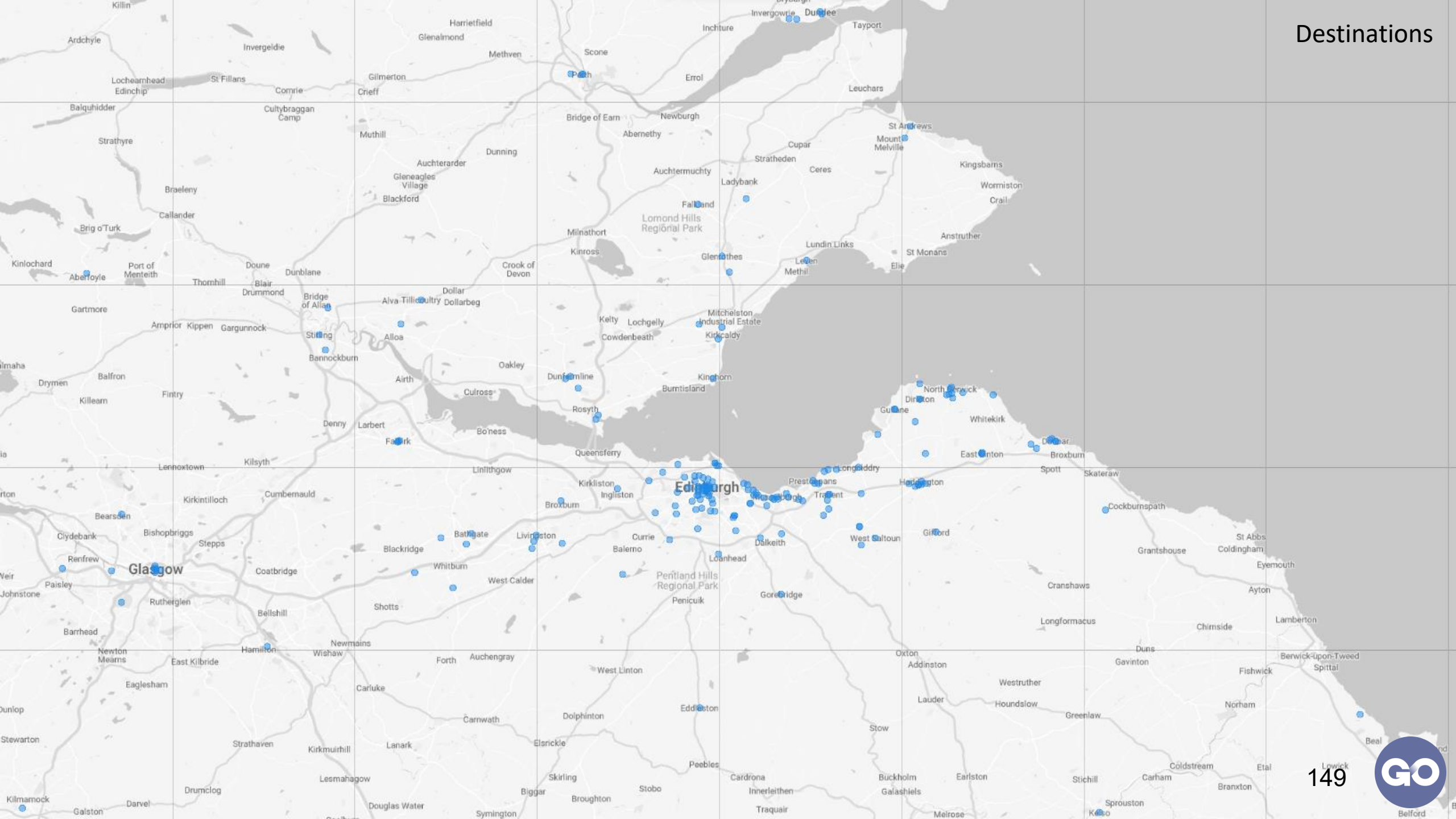
# How did we acquire new users?



(Typing in 'GoSESTRAN' specifically or scanning a direct QR link)

(keyword search e.g. 'journey planner')





## **Regional Transport Strategy 2035 – Communications Plan Outline**

### **1 Introduction**

- 1.1 At their meeting on 23 September the Partnership Board approved the final draft of the Regional Transport Strategy (RTS) for submission to Scottish Ministers for approval. There was discussion at the meeting about the importance of communicating the Strategy to stakeholders and partners and it was agreed that “*the proposed Communications Plan for the Strategy be submitted to the next meeting of the Partnership Board for consideration*”.
- 1.2 The purpose of this report is to suggest a proposal for the aims and outcomes of a communications plan which will promote and ensure engagement of stakeholders and partners in achieving the aims and objectives of the SEStran 2035 Strategy and to seek agreement from the Board to develop this into more detailed communications plan with associated actions.

### **2 Background**

- 2.1 The draft RTS was submitted to the Transport Minister on the 3rd of October seeking approval to publish a final version in accordance with statutory requirements. The draft RTS is currently being considered by officials in Transport Scotland and their target response period is 3 months. Some preliminary feedback has been made and engagement continues to seek to ensure that the Minister can formally approve the RTS without delay.
- 2.2 Local authority partners and stakeholders are aware of the current situation with respect to the RTS. However, until approved by the Scottish Minister the draft SEStran RTS has no formal status and communicating the plan cannot commence in earnest until this stage is reached.
- 2.3 The importance of the RTS regionally and the roles SEStran can play to help make it happen must be one of the key outcomes from the engagement enhancing the role of the RTP in helping regional delivery. The plan should not just be advertising and circulating the finished product but must promote what SEStran do and could deliver directly and in partnership with other stakeholders.

### **3 Communications Plan Background**

- 3.1 The RTS is a key strategic document and promoting its role and the need for stakeholders and partners to support its vision and objectives is important. Furthermore, the role SEStran can play to engage, support, deliver and add value across the region should be widely promoted. Therefore, a clear vision of what the aims and outcomes of the Communication plan are essential to determine the most effective plan to support and deliver the vision, policies and actions of the plan across all stakeholders and partners.
- 3.2 It is proposed that this will have four key elements.
  - Increasing awareness of the RTS and its key mobility themes when it is published and approved.
  - Engagement and support for partners, stakeholders, key agencies and others on the important role the RTS plays in delivering wider national policy objectives and how it might support and influence local strategies and delivery plans to benefit regional transport; and
  - Promotion of how RTPs can deliver and add value to the role of integrated cross boundary and regional transport needs that are fully supported in the RTS



- Programmed Investment Plan - Promotional event to clarify the role of the to guide investment strategies.

The following paragraphs outline possible key actions areas to be further developed.

3.3 Increasing awareness would involve:

- Direct contact with partners, stakeholders and key agencies.
- Website links and the executive summary distributed widely across the Region.
- Social media advertising of publication (Twitter, Facebook, LinkedIn etc).
- Using partner websites and social media to spread the message.
- Board members supporting regional issues within their individual council.
- Board members and staff promote the RTS and its role at every opportunity.

3.4 Engagement and support would involve:

- Ongoing engagement with LA partners to support the delivery of sustainable transport development throughout the region
- Supporting partners in developing regionally important projects
- Developing common taskforces for region wide mobility issues.

3.5 Promotion would involve:

- Developing marketing resources for dissemination and presenting to key stakeholders
- Undertaking presentations to key influencers and stakeholders
- Developing a programme of engagement meetings
- Hosting specific conferences/ meetings focussed on the RTS mobility themes

3.6 Programmed Investment Plan - Promotional event would involve:

- Bespoke meetings to present the PIP and its role in helping to guide investment and priorities in transport

## 4 Resources

4.1 Development of a plan will require both staff and financial resources to be identified to deliver this programme and may require external specialist support to develop the programme. There is funding within the RTS budget to allocate to this proposed project.

The requirements need to be fully developed and options costed dependant on the level of commitment agreed to develop this further.

## 5 Recommendations

It is recommended that the Board:

- 3.1 Note the proposed approach to communicating the RTS following its approval;
- 3.2 Approves the development of a communications plan supported by external expertise and based on the approach outlined in the report.

Jim Stewart  
**Strategy and Projects Officer**  
 2<sup>nd</sup> December 2022

Policy Implications	None
Financial Implications	Sufficient funds are contained within the RTS projects budget for delivery of a communications plan and funding is identified in the three year budget plan.
Equalities Implications	None
Climate Change Implications	None
Appendices	None



## Cycling Framework For Active Travel Consultation

### 1. INTRODUCTION

- 1.1 Transport Scotland are consulting on a draft Cycling Framework <sup>1</sup>for Active Travel for the period covering 2022-2030.
- 1.2 This document is the replacement to the Cycling Action Plan for Scotland (CAPS) <sup>2</sup> that was in place between 2010-2020.

### 2. BACKGROUND

- 2.1 The Cycling Framework for Active Travel sets out our strategic priorities and shared actions to maximise cycling's contribution in realising the Scottish Government's long-term Vision for Active Travel in Scotland<sup>3</sup>:  
*That Scotland's communities are shaped around people, with walking and cycling the most popular choice for everyday short journeys.*
- 2.2 CAPS was critically reviewed in 2020 independent of Transport Scotland and the overall recommendation was that the next version of CAPS should be a strategic level plan that placed emphasis on the delivery of key actions that international evidence shows are required to increase levels of everyday cycling.
- 2.3 The draft Cycling Framework places an emphasis on six strategic themes based on the approach to cycling in Scotland:
  - Safe Cycling Infrastructure
  - Effective Resourcing
  - Fair Access
  - Training & Access
  - Network Planning
  - Monitoring
- 2.4 A delivery plan has been developed alongside these themes with key actors identified with responsibilities for delivery over the short-, medium- or long-term basis, with a review at 4 year intervals.

### 3. RESPONSE

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<sup>1</sup> [Draft Cycling Framework](#)

<sup>2</sup> [Cycling Action Plan 2017-20](#)

<sup>3</sup> [Vision for Active Travel in Scotland](#)

- 3.1 SEStran intends to submit a formal response, and welcomes the views of members of the Partnership Board on the main suggested points of feedback of regional integration, effective resourcing, and roles and responsibilities.
- 3.2 SEStran has long supported the need and ambition for greater delivery of high-quality cycling infrastructure, and in line with the SEStran Strategic Network will continue to work with local partners to deliver on this.
- 3.3 SEStran would like to emphasize the strategic role that RTPs play within the transport sector, and this has not been clearly represented in the proposed Delivery Plan.
- 3.4 While supportive of the strategic themes identified, SEStran do not believe that there is a clear route map for how the delivery plan will be resourced nationally, regionally, or locally, to attain the level of infrastructure change that would meet the long-term vision as set out in 2014, especially if there is policy or legislative change required.
- 3.5 While SEStran intend to reflect the significance of regional input to the Delivery Plan, the final publication and recommendation of the Active Travel Transformation Project may have influence on the responses as drafted.

#### 4. RECOMMENDATIONS

- 4.1 The Board are asked to note content of the report and review the draft document for consultation. SEStran would welcome further comments from the Board to be integrated into a final submission.

Peter Jackson  
**Active Travel Officer**  
 November 2022

#### Appendix A8: Cycling Framework Response Draft

Policy Implications	SEStran submit funding bids for projects that have outputs that are clearly linked to Active Travel Outcomes Framework already, so this new framework will not dramatically change this approach.
Financial Implications	SEStran will continue to submit bids under the available mechanisms for funding of projects, subject to any change in criteria.
Equalities Implications	While this framework is listed as cycling it makes provision for all active modes and in turn SEStran will ensure that projects that are advanced for development align with the RTS equalities outcomes.
Climate Change Implications	This framework will not substantially change SEStran projects and the aspiration for greater active travel in the region, therefore will may minimal implication on current climate change action undertaken by the Partnership.

### Framework and Delivery Plan Purpose

The Cycling Framework for Active Travel sets out our strategic priorities and shared actions to maximise cycling’s contribution in realising the Scottish Government’s long term Vision for Active Travel in Scotland: That Scotland’s communities are shaped around people, with walking and cycling the most popular choice for everyday short journeys.

The top priority for the achievement of our vision is for the delivery of more dedicated, high quality, safe cycling infrastructure, effectively resourced, where fair access is ensured and uptake is supported with training and education.

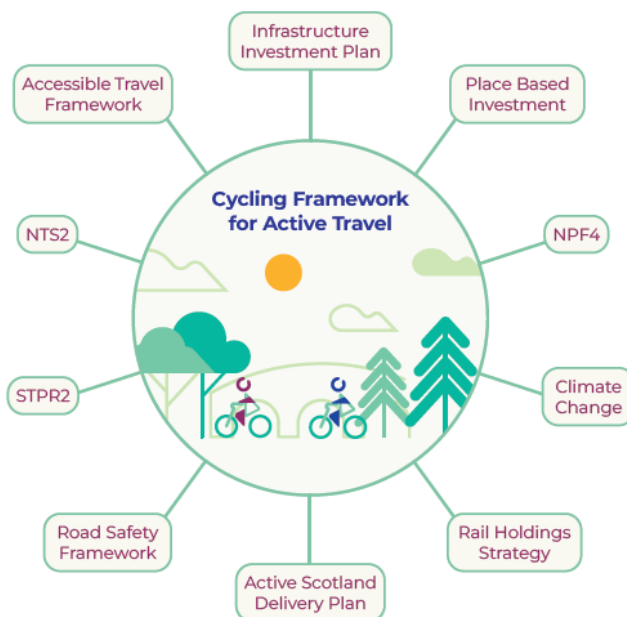
*1. Do you agree with the above statement of strategic priorities for driving the development of cycling for transport in Scotland?*

Yes

The strategic policies are agreed, and it is the discussion and actions by whom and how the delivery can be achieved which is the key to achieving the strategic priorities.

SEStran have been working with local partners to develop cycle networks since 2009 and through different iterations arrived at the publication of a Strategic Network for active travel across the region in 2020. SEStran firmly believe that the requirement of high-quality infrastructure needs to be met in order to provide opportunity for those who are not actively engaged in cycling.

### Strategic Policy Links



2. The diagram above sets out how the Cycling Framework is aligned to the wider policy context. Do you agree that this captures the key policy linkages and/or should any policy areas be added or removed?

Yes

As suggested in the consultation paper there is an immediate need to utilise as many opportunities across portfolios as possible. The inclusion of health initiatives and integration with education provide the greatest opportunities to integrate active travel into areas where there are immediate outcomes and the greatest potential for sustained behaviour change. This may go beyond finding the links and acting upon opportunities for joint programming without repetitive work.

The outcomes of the Active Travel Transformation Project should identify need to link to the wider policy context set out in the diagram.

### Delivery Plan - Strategic Themes

<p><b>Safe Cycling Infrastructure</b></p> <p>Deliver dedicated, high quality cycling infrastructure suitable for all</p> <p>Embed cycling in the design and maintenance of our places and communities and prioritise user comfort and safety</p>	<p><b>Effective Resourcing</b></p> <p>Provide long-term funding and resourcing for the delivery of infrastructure and supporting behaviour change programmes, informed by local transport strategies</p> <p>Promote and support innovation across the sector</p>
<p><b>Fair Access</b></p> <p>Increase equity of access to cycles and cycling opportunities</p> <p>Ensure modal integration across the transport network including adapted and non-standard cycles, e-cycles, cargo cycles and cycleshare</p>	<p><b>Training &amp; Education</b></p> <p>Ensure new infrastructure is supported by inclusive promotional programmes, cycling training and other complementary initiatives</p> <p>Provide opportunities for all to learn to cycle from an early age into adulthood</p>
<p><b>Network Planning</b></p> <p>Prioritise investment based on local transport strategies</p>	<p><b>Monitoring</b></p> <p>Expand monitoring networks and align monitoring at local and national levels</p> <p>Embed learning in future investment decisions</p>

Map existing and planned networks to identify gaps and improve consistency of quality and implementation	
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3. Six strategic themes have been identified based on stakeholder feedback, as above. These themes illustrate the overarching approach for cycling for transport in Scotland. Do you agree with these strategic themes as priority areas for action in this framework?

Yes

Theme 1 – It is important to keep as consistent as possible the level of quality expected of infrastructure across the nation. It is not enough to assume that cities would have the best facilities and more rural areas are downgraded. While each route needs to be appropriate to its setting, the convenience and coherence must be evident from the outset to promote change. A nationally accepted standard needs to be adopted as seen in international exemplars to produce infrastructures that enable users to immediately identify what, where and how.

Theme 2 – SEStran wholeheartedly support multi-year funding in order to diligently prepare route designs and prepare for construction and also support development of longer term behaviour change programmes.

Theme 3 – SEStran as a region has ownership levels above the national average but still below 40%, with low incomes below 20%. Through regional projects SEStran provide opportunities to access e-bikes at a community level and with a bike-share scheme in operation. While these functions are a vital theme, they still sit behind safe infrastructure in terms of priority to enable greater participation numbers.

Greater visibility of bike initiatives would be useful to understand effective models as it is unclear if those trialled thus far in Scotland are economically appropriate.

Theme 4 – SEStran have supported joint working with Cycling Scotland since 2016 in rolling out further training opportunities to all ages in the region, this has included the establishment of a verified education programme for cargo bike users.

Theme 5 – SEStran produced a regional active travel network in collaboration with local partners in 2020, an approach that has not been undertaken before, but crucially identifies routes that cross local boundaries and sets out a timeline for potential investment and phasing of routes to connect settlements and link into a longer regional network.

Mapping is essential though plans should not be too specific as preferred routes may align differently, the Strategic Network takes a schematic approach to identify the settlements to be connected on a regional level with further local connections. This should be hosted by

an appropriate national body and consistent with previous comments on a national standard, visualisations need to represent accurately what level of infrastructure is available across the country.

Theme 6 - How monitoring and data collection is undertaken between the various stakeholders must be coordinated to enable monitoring the success of outcomes. The current monitoring network is insufficient to provide meaningful evidence in many areas where single counters are placed on remote paths.

DRAFT

Action	Lead Delivery Partner	Supporting Delivery Partner(s)	Short, Medium or Long Term
Work with local authorities on creating active travel strategies to prioritise investment in the creation of a dense, coherent network of connected cycling infrastructure in every town and city that is segregated from traffic and integrated with public transport	Local Authorities	Transport Scotland, Sustrans, Regional Transport Partnerships (RTPs), ScotRail, Network Rail	Medium
Remove barriers to the fast implementation of cycling infrastructure, including through changes to the Traffic Regulation Order (TRO) process, and support the use of temporary and trial schemes	Transport Scotland	Society of Chief Officers of Transportation in Scotland (SCOTS), Local Authorities	Short
Make it safer to walk, cycle and wheel across and along the trunk road network, both where it passes through towns and villages and where it links two or more settlements	Transport Scotland, Operating Companies	Local Authorities	Short
Use the Scottish Government's compulsory purchase reform programme to consider whether powers to acquire land for the purposes of cycling infrastructure are fit for purpose	Transport Scotland, Scottish Government		Medium
Provide ongoing development and governance of co-produced design guidance, including mitigation of	Transport Scotland	SCOTS, Sustrans	Short

unintended impacts on vulnerable road users and that infrastructure is suitable for non-standard cycles			
Develop a national approach to the creation of quiet road/cycle friendly roads in rural areas with everyday journeys prioritised	Transport Scotland	RTPs, Local Authorities, Sustrans	Medium
Update design and asset management guidance to enable national, consistent principles of infrastructure	Transport Scotland	SCOTS, Sustrans	Long
Engage the business sector to embed active travel in wider corporate culture including through the use of cargo cycles as the normal choice for local deliveries	Sustrans, Local Authorities	Local Authorities, Freight Transport Association (FTA)	Short
Support communities to close roads to allow for community events such as Play Streets and Car Free Days and to transition successful schemes to more permanent arrangements	Local Authorities	Transport Scotland, Sustrans, Living Streets	Medium
Support the various deliverables set out in <a href="#">Scotland's Road Safety Framework 2030</a> under its Active and Sustainable Travel Strategic Action, ensuring that road safety remains a key focus of active and sustainable travel in Scotland	Transport Scotland	Police Scotland, Local Authorities	Long



*4. Do you have any comments on the substance of the delivery plan actions in this section?*

Given the legal requirements for the production of strategies or plans there is a resourcing question across smaller authorities, where active travel may be incorporated into a LTS or even LDP. This may be less flexible to speeding up delivery but should not be used to penalise authorities in their efforts to attract funding. In addition to this the RTPs have made regional assessments for active travel though these again may not be specifically stated as a strategy, and should be considered

*Safe Cycling Infrastructure Actions*

*5. Do you have any comments on the agencies identified to lead and support these actions?*

*Safe Cycling Infrastructure Actions - Lead Agency*

Role of LTS and Active travel strategies integrating cross boundary schemes is key to identifying regionally important schemes. There is no legal requirement/approval of strategies so partnership working and agreement is critical to success.

*6. Do you have any other comments on this section of the delivery plan?*

*Safe Cycling Infrastructure Actions – Other*

Crucial that Transport Scotland/SCOTS and Sustrans fully consider and include view of local authorities delivery partners in developing the co produced design guidance.

Quiet roads in rural areas- Develop a national approach short be a short term priority although delivery will be medium to longer term.

*Effective Resourcing*

Action	Lead Delivery Partner	Supporting Delivery Partner(s)	Short, Medium or Long Term
Review options for multi-year, long-term funding for infrastructure and behaviour change programmes where appropriate	Transport Scotland	RoadSafety Scotland	Medium

Increase active travel budget to £320 million or 10% of the transport budget, whichever is greater, by 2024-25	Transport Scotland		Medium
Ensure the appropriate level of resource is in place to develop and deliver active travel strategies ensuring that cycling for transport is prioritised appropriately	Local Authorities	Sustrans, Regional Transport Partnerships (RTPs), Transport Scotland	Medium
Work with manufacturers, social enterprises and industry vocational partners to increase cycle and cycle parts production and recycling in Scotland with a focus on green skills and materials research and development	Transport Scotland	Energy Savings Trust (EST), Cycling UK, Scottish Credit and Qualifications Framework Partnership, Cycling Scotland, Scottish Enterprise	Medium

*7. Do you have any comments on the substance of the delivery plan actions in this section?*

***Effective Resourcing Actions***

Identifying the resources needed to assure the delivery with increased budget availability should be a short term priority although how resources and skills gaps can be mitigated will be a medium to longer term action. The issue of resources will be under consideration by the ATTP.

*8. Do you have any comments on the agencies identified to lead and support these actions?*

*9. Do you have any other comments on this section of the delivery plan?*

The timeframe for changing multiyear funding should be accelerated and should be a short term outcome of the ATTP.

How will effective resources be assured in a climate of higher inflation and reducing budgets?

What scale of growth exists for securing manufacturing and production, given there is a market for Scottish Cycling products on a global scale the ambition would need to be met with the demand of some national scale of cycle production whether associated to accessibility or a bike share system similar to the Dutch OV bikes.

***Delivery Plan - Fair Access***

Action	Lead Delivery Partner	Supporting Delivery Partner(s)	Short, Medium or Long Term
Expand access to cycles, including adaptive cycles, e-cycles and cycle share	Local Authorities, Transport Scotland	Active Travel Delivery Partners	Short
Review funding criteria to ensure that fair access is appropriately weighted and improving accessibility is given an appropriate level of priority	Transport Scotland and Sustrans	Local Authorities	Medium
Improve quality and level of service of carriage of bikes on trains and require rural and island bus services to carry cycles, where appropriate	Transport Scotland	RTPs, Local Authorities, ScotRail, Bus Operators	Medium
Support cycling journeys to and from public transport hubs as part of a multi-modal journey	Sustrans, Local Authorities	ScotRail, Network Rail	Medium
Provide a free bike to all children of school age who cannot afford one	Transport Scotland		Short

*10. Do you have any comments on the substance of the delivery plan actions in this section?*

The action on expanding access to cycles needs to identify that maintaining and managing these access schemes is an on going revenue cost which impacts on the ability to deliver widely and equitably.

*11. Do you have any comments on the agencies identified to lead and support these actions?*

RTPs should be included in this section. SEStran has developed bike hire schemes and the importance of a regionally developed and managed scheme needs to be incorporated.

*12. Do you have any other comments on this section of the delivery plan?*

*Delivery Plan - Training and Education*

Action	Lead Delivery Partner	Supporting Delivery Partner(s)	Short, Medium or Long Term
Provide a comprehensive cycle training offer for all life stages, including learning to ride in pre-school, learning to ride on-road through school bikeability training, and for adults of all ages, including cycle awareness training	Transport Scotland, Cycling Scotland	Education Scotland, Local Authorities, Sustrans	Short
Use the Cycling World Championships (CWC23) to inspire people, especially young people to cycle	CWC23		Short
Promote the new Highway Code and implement requirements for cycle training	Transport Scotland	Local Authorities, Cycling Scotland, Road Safety Scotland	Short
Provide local authorities with resources, including guidance and best practice examples, to enable effective local community engagement	Transport Scotland	Sustrans, Cycling Scotland, Local Authorities	Short
Develop a long-term communication plan that represents cycling as something that anyone can do, including with assistance/adaption and is a transport mode that brings many benefits to Scotland	Transport Scotland	Scottish Government, Active Travel Delivery Partners	Medium

13. Do you have any comments on the substance of the delivery plan actions in this section?

*Training and Education Actions*

While recognising the unique opportunity for CWC23 there must be solid support measures in the form of access and functional cycling incorporated across the various venues to truly encourage a wider segment of the population on cycling as a functional activity. This should also not be exclusive to a single event in the short term but across multiple sporting events ensuring that cycling and active travel and easy options for accessing venues.

With respect to giving appropriate resources, guidance, and best practice, this has been provided for multiple years through the SCSP programmes. In order to increase the effectiveness more integration of policy areas within local authorities and health boards is required.

14. Do you have any comments on the agencies identified to lead and support these actions?

Lead agencies

15. Do you have any other comments on this section of the delivery plan?

Other comments

Delivery Plan - Network Planning

Action	Lead Delivery Partner	Supporting Delivery Partner(s)	Short, Medium or Long Term
Produce active travel strategies for each local authority area, setting out plans to improve active travel networks and facilities to 2030  Strategies should be in line with regional transport strategies, include detailed mapping and use an evidence-led approach to network planning	Local Authorities	SCOTS, RTPs, Sustrans, ScotRail	Medium
Produce digital active travel mapping ('a network blueprint') for Scotland, which is informed by local authority transport strategies	Transport Scotland	RTPs, Local Authorities, Active Travel Delivery Partners (ATDPs), ScotRail	Medium
Work with other policy areas to introduce localised active travel networks as part of a larger package - e.g. local development plans - to create efficiencies	Local Authorities	ScotRail, Network Rail	Medium
Support the travel demand management measures aligned with the national 20% car km reduction route map	Transport Scotland	Local Authorities	Short
Review how active travel/cycling schemes are appraised – broaden the benefits to include social, economic and equality benefits	Transport Scotland		Medium

16. Do you have any comments on the substance of the delivery plan actions in this section?

This links to the comments made in Q5. The need for coordinated cross boundary strategies is agreed but there is no clear mechanism for approval and agreement. How can this be guaranteed with no formal approval mechanisms. Partnership working and agreement is critical to success.

Active Travel schemes should meet social, economic and equality benefits, but they should also be part of wider initiatives that meet a full appraisal. At a singular level some schemes may lose out on isolated appraisal basis and this will not speed the rate of delivery as hoped for through the ATTP.

17. Do you have any comments on the agencies identified to lead and support these actions?

20% car km reduction should include RTP's to ensure regional cross boundary issues can fully represented in this action.

18. Do you have any other comments on this section of the delivery plan?

*Delivery Plan – Monitoring*

Action	Lead Delivery Partner	Supporting Delivery Partner(s)	Short, Medium or Long Term
Expand and where possible align monitoring and reporting of cycling levels at local, city, regional and national level and share learning	Transport Scotland	Local Authorities, RTPs, Cycling Scotland, Sustrans,	Short
Continuously monitor and evaluate the impact of active travel investment and embed learning in future investment decisions	Local Authorities	ATDPs, RTPs	Short
Conduct research on the social, environmental and economic factors influencing network planning, for example pandemic recovery and climate change impacts	Sustrans		Medium

*19. Do you have any comments on the substance of the delivery plan actions in this section?*

*Monitoring Actions - What is being measured, where and for what reason? This framework is key for consistent monitoring across the network. Consideration should be given to qualitative monitoring and not just quantitative data.*

*20. Do you have any comments on the agencies identified to lead and support the actions in this section?*

*Lead agencies, the issue of funding and resources for monitoring are crucial. There is a role for all partners but clear demarcation and agreement on how this can be developed is needed.*

*21. Do you have any other comments on this section of the delivery plan?*

*Other comments: the final action involves/ needs to be coordinated and link to the review of appraisal at a national level (changes to STAG to include appropriate social and non quantitative outputs) to be considered in the work to be undertaken.*

### *Active Travel Transformation Project*

*In the 'Bute House Agreement' between the Scottish National Party and the Scottish Green Party in 2021, it was agreed that at least £320m or 10% of the total transport budget will be allocated to Active Travel (AT) by 2024/25. There is consensus that existing AT delivery models will not be scalable, nor in many cases suitable to meet the ambition of this new budget.*

*An Active Travel Transformation Project (ATTP) has been set up to assess the current delivery model and inform and implement a new delivery model for the future of AT. The primary objective of the ATTP is to maximise the opportunities in AT delivery in the short-term (2022/23) and medium term (2023/24-2024/25), to deliver the most effective and efficient achievement of AT outcomes.*

*Working closely with AT delivery partners, the ATTP is being delivered in two phases. Phase one focuses on evaluation and evidence gathering. This phase aims to assess the existing active travel delivery model by identifying constraints and opportunities. Phase two will use this evidence to develop and prioritise proposals for changing the delivery model.*

*The ATTP will culminate in December 2022 with a report to the Minister for Active Travel which will provide evidenced proposals for holistic changes to AT delivery in Scotland.*

*As part of the ATTP we are considering different models of incentivisation, evaluation and monitoring for local authorities.*

*To what extent do you agree with the following statements:*



22. *For large infrastructure projects, conditions of funding should be delivery on agreed targets for: timescales, expenditure and meeting project objectives.*

*Strongly Agree/Agree/Neither Agree or Disagree/Disagree/Strongly Disagree*

The main issue with this is measuring against the project objectives which may not be easily quantifiable. This links to the points raised in comments on monitoring in Q21.

23. *In order to ensure maximum value for money and impact, active travel funding in the short term should be prioritised for those local authorities with the greatest capacity to deliver, with capacity building support offered to those with the least.*

*Strongly Agree/Agree/Neither Agree or Disagree/Disagree/Strongly Disagree*

*Whilst some benefit from this approach is acknowledged it does not tackle cross boundary schemes. It does not necessarily identify the best places to invest as the availability of delivery resources does not mean the most appropriate schemes are being developed.*

*In reducing car kms, longer cross boundary trips need to be tackled which the proposed approach does not do.*

24. *Future funding for active travel infrastructure should include a mechanism for re-distributing investment from local authorities unable to deliver to agreed standards and timescales.*

*Strongly Agree/Agree/Neither Agree or Disagree/Disagree/Strongly Disagree*

The resources needed should be identified at the outset. If a scheme justifies being funded then the resources should be “found” to ensure that it is delivered. It should not be delayed because local resources cannot be found to deliver the proposal.

### *Impact Assessments*

*As part of the development of this policy framework, and to comply with our statutory obligations, a number of impact assessments have been carried out. These impact assessments are currently in the draft - or pre-screening - stage and are available to read alongside the framework and delivery plan.*

*The impact assessments that have been carried out are: Social and Equalities Impact Assessment (SEQIA), Business Regulatory Impact Assessment (BRIA), and Island Communities Impact Assessment (ICIA).*

*In order to inform the next phase of the development of the framework and delivery plan we welcome your comments on the draft impact assessments.*

22. *Do you have any comments on the draft Social and Equalities Impact Assessment?*

*Social and Equalities Impact Assessment*

23. *Do you have any comments on the draft Business Regulatory Impact Assessment?*



*Business Regulatory Impact Assessment*

*24. Do you have any comments on the draft Island Communities Impact Assessment?*

*Island Communities Impact Assessment*

## **Dates of Future Meetings**

### **1. Summary**

- 1.1 This report outlines the proposed calendar of SEStran Partnership Board meetings in 2023, with the full schedule of SEStran meetings contained in Appendix 1.
- 1.2 The schedule has been drafted in line with previous meeting cycles and complies with audit reporting requirements.
- 1.3 The proposed dates for the Partnership Board are:
  - Friday 17<sup>th</sup> March 2023 – Hybrid Meeting - Edinburgh City Chambers & Microsoft Office Teams
  - Friday 16<sup>th</sup> June 2023 – Hybrid Meeting - Edinburgh City Chambers & Microsoft Office Teams
  - Friday 22<sup>nd</sup> September 2023 – Hybrid Meeting - Edinburgh City Chambers & Microsoft Office Teams
  - Friday 1<sup>st</sup> December 2023 – Hybrid Meeting - Edinburgh City Chambers & Microsoft Office Teams
- 1.4 Members should note that the Partnership Board meetings and the Performance and Audit Committee will be held as hybrid meetings, taking place in person at the City Chambers Edinburgh or via Microsoft Teams. The remaining schedule will be held online via Microsoft Teams, unless there is a requirement for an in person meeting.
- 1.5 At present there are limited options available at Victoria Quay for hosting hybrid meetings. However, as this venue provides accessible access, Officers will monitor the situation for any progress on wider availability opportunities.

### **2. Recommendation**

- 2.1 It is recommended that the Board approves the proposed programme of meetings for 2023.

Angela Chambers  
**Business Manager**  
25<sup>th</sup> November 2022

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**Appendix 1:** Table of future meeting dates.

## SEStran Calendar of Meetings 2023

## ITEM A9. APPENDIX 1

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Partnership Board - 09:30 - 14:00</b>			17/03/2023			16/06/2023			22/09/2023			01/12/2023
<b>Performance &amp; Audit Committee - 09:30 - 12:30</b>			03/03/2023			02/06/2023			08/09/2023		17/11/2023	
<b>Chief Officer Liaison Group - 14:00 - 16:30</b>		15/02/2023			24/05/2023			23/08/2023			08/11/2023	
<b>Integrated Mobility Forum - 10:00-12:30</b>				27/04/2023						05/10/2023		
<b>Logistics &amp; Freight Forum - 13:30-16:30</b>					30/05/2022						21/11/2022	
<b>Equalities &amp; Access to Healthcare Forum 10:00-12:30</b>		28/02/2023							28/09/2022			

**SEStran Business Plan 2021-22 to 2023-24**

**1. INTRODUCTION**

1.1 The purpose of this report is to update the Partnership Board on the Business Plan activity for the year April 2022 to March 2023

**2.0 BACKGROUND AND CONTEXT**

2.1 In March 2021 the Partnership introduced a three-year business planning approach.

2.2 As part of the three-year plan activity is tracked via the activity tracker which details key projects, the focus areas and critical success factors.

2.3 As part of the three-year plan the budget is updated and is included in the activity tracker.

**3.0 Activity for year 2022/23**

3.1 The activity for the current year to date and up to end March 2023 is outlined in Appendix 1.

3.2 The budget for the three-year plan period has been updated.

**4.0 RECOMMENDATIONS**

4.1 It is accordingly recommended that the Board:

(a) Note this report;

(b) Note the contents in Appendix 1 Activity update

Keith Fiskien  
**Programmes Manager**

1<sup>st</sup> December 2022

**Appendix 1: Activity Update 22/23 Business Plan 2021-2023**



Policy Implications	The Business Plan will align with SEStran’s established and emerging policies
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Financial Implications	The Business Plan will be subject to formal Board approval of proposed budgets in year 2021 – 22 and subsequent years.
Equalities Implications	No separate EqIA will be carried out as the Business Plan does not propose a change to SEStran’s policies and procedures.
Climate Change Implications	The implications for Climate Change issues will be assessed at project level.





# Business Plan Activity Update



April 2022 to March 2023







GO e-Bike				
Impact	Strategic objective	Key focus areas	2022/ 23 Actions	Critical Success Factor
GO e-Bike will add to the region's active travel facilities, delivering more sustainable and healthier transport solutions for people.		Support GO e-Bike Hubs	Increase user numbers and monitor impact from hubs	Cooperation from hub partners
		Increase programme reach and awareness in region	Undertake successful Website promotion and user campaign "Do the Ride Thing." Demonstrate extent of successful promotion.	Availability of funding
		Development of all forms of e-bikes use across the region	Secure additional funding opportunities for further e-bike hubs	Availability of funding
Thistle Assistance Card & App				
Impact	Strategic objective	Key focus areas	2022/ 23 Actions	Critical Success Factor
<p>The Thistle Card App will provide a door-to-door journey planner making public transport more accessible for disabled and older people.</p> <p>Develop awareness of Thistle Assistance Programme</p>		<p>Create an app-based door-to-door journey planner with the aim of making public transport more accessible to all.</p> <p>Develop new training tool for transport operators.</p> <p>Use new branding, website and social media</p>	<p>Delivered prototype with Phase 2 Can Do funding with developer Sentireal &amp; project team.</p> <p>Developed transport operator guide for Thistle Assistance.</p> <p>Link development of journey planner to MaaS app (see below)</p>	<p>Working prototype delivered for procurement. Key stakeholders engaged and participating.</p> <p>Co-operation of transport operators. Increased awareness and use amongst transport operators and public.</p>



Real Time Passenger Information (RTPI)				
Impact	Strategic objective	Key focus areas	2022/ 23 Actions	Critical Success Factor
RTPI makes public transport more accessible and reliable. The provision of real-time information contributes to tackling a declining bus patronage in the SEStran region.	 	SEStran will be working with City of Edinburgh Council to develop a new content management system that will improve the public facing regional screen network.	New RTPI system operation in Dec 2021  130 new PCs for SEStran legacy screens loaded with new RTPI software shipped and being installed.  50 new RTPI screens purchased via procurement framework.  Promote new system with key stakeholders.	Cooperation from CEC, CMS procurement process and regional operators.  Wider distribution and uptake/use of RTPI across the region.
Active Travel Programmes				
Impact	Strategic objective	Key focus areas	2022/ 23 Actions	Critical Success Factor
The active travel projects contribute to the development of a regional cycle network, with a particular focus on cross-boundary routes	  	Coordinate development of the new strategic cross-boundary study	Identify plan for prioritised routes throughout region	Successful partnerships with Local Authorities
		Design Projects 100% funded	Deliver project within budget	Collaboration with consultants
		Support sustainable cross boundary projects	Deliver project within budget	Collaboration with consultants
		Increase Active Travel reach	Use funding opportunities from SG for further project opportunities	Availability of funding
Cycle Training and Development				
Impact	Strategic objective	Key focus areas	2022/ 23 Actions	Critical Success Factor




<p>The cycle training and development programme supports the Local Authority Bikeability Co-ordinators to increase the numbers of schools delivering Bikeability Scotland training and expands all ages cycle training opportunities including cargo bike training across the region.</p> <p>To help create and deliver opportunities to enable people in the region to cycle easily and safely.</p>		<p>Support the coordination of Bikeability Scotland Level 2 delivery.</p> <p>Develop and support pilots for new Bikeability Scotland delivery models.</p>	<p>Ensure cooperation and engagement from Bikeability Scotland Co-ordinators.</p> <p>Increase capacity of co-ordinators including through staff and volunteer training.</p>	<p>Cooperation and engagement with Bikeability Scotland Co-ordinators in each Local Authority.</p>
		<p>Identify opportunities for delivering adult cycle training in conjunction with SEStran projects and partners.</p> <p>Develop and support opportunities for cycle training at any age across the region, including for cargo bike use and skills</p>	<p>Ensure delivery of training sessions through SEStran projects and partners.</p>	<p>Identification of opportunities to provide training courses and to effectively engage with a range of audiences.</p> <p>Increasing capacity for the delivery of cycle training.</p>
<b>SHARE-North</b>				
<b>Impact</b>	<b>Strategic objective</b>	<b>Key focus areas</b>	<b>2022/ 23 Actions</b>	<b>Critical Success Factor</b>
<p>SHARE-North raises the potential for shared mobility to address transport challenges. Mobility hubs will integrate different</p>		<p>Collaborate with CoMoUK and WYCA to introduce Mobility hubs to the SEStran region, building on experiences from Bremen, Germany and Bergen, Norway.</p>	<p>Work collaboratively to introduce 1 Mobility hub to the SEStran region</p> <p>Identify a suitable location for a Mobility hub. Assist ELC to implement Musselburgh Journey Hub, linking to MaaS project.</p>	<p>Successful partnership with East Lothian Council and tech providers and bus operators in MaaS project</p>

modes of shared mobility and SHARE-North will contribute to reviewing Tripshare SEStran.		Use SHARE-North funding to update and redesign the Tripshare SEStran car-sharing platform	Take learnings from Taxistop, Belgium to promote car-sharing through Tripshare SEStran.	Cooperation from SHARE-North partners
<b>SURFLOGH</b>				
<b>Impact</b>	<b>Strategic objective</b>	<b>Key focus areas</b>	<b>2022/ 23 Actions</b>	<b>Critical Success Factor</b>
SURFLOGH promotes sustainable solutions for urban freight logistics. The pilot with Zedify informs the development of a business case for e-cargo bike deliveries in Edinburgh.	 	Work with Zedify to expand Edinburgh hub	Increase customer base and number of deliveries for first and last mile deliveries.	Operational success of Edinburgh hub. Cooperation from Zedify
		Develop sustainable logistics strategies	Working with Perth West team. Integrate work with regional freight study.	Stakeholder engagement. Adoption of SURFLOGH approach.
		Explore how sustainable logistics can be integrated further	Explored drone development with project partners Drenthe and DTLX Drone Solutions. Paper delivered at 2022 STAR Conference in Glasgow. Integrate work with regional freight study.	Cooperation from participants
		Interview key stakeholders in pilot countries, Netherlands, Sweden and Belgium	Completed with case studies published.	Cooperation from stakeholders
		Share and disseminate information about sustainable logistics to a wider audience.	Present new research papers at SURFLOGH final conference in Belgium and other events/forums as appropriate	Successful engagement with audience

BLING				
Impact	Strategic objective	Key focus areas	2022/ 23 Actions	Critical Success Factor
The BLING project will deliver a trial that explores opportunities for the integration of Blockchain in transport.	 	Work with project partners, including the University of Edinburgh, to develop and implement a transport focused trial pilot that aims to deliver Blockchain in government. Share and disseminate information about Blockchain technology in Transport.	Build on successful pilot with University of Edinburgh.  Explore further use cases for Blockchain technology.	Cooperation from stakeholders to deliver pilot trial
PRIMAAS				
Impact	Strategic Objective	Key focus areas	2022/ 23 Actions	Critical Success Factor
The PriMaaS project will deliver greater understanding of best practice in procurement, governance and implementation of mobility as a service and related digital solutions to transport issues in the region	   	Work with project partners to share and disseminate information about MaaS and DRT tech solutions and how to apply them in the current context, learning from practice in other European countries and elsewhere.	Trial a working MaaS app for the region, linking to as many alternative transport modes to create a complete 'plan/book/pay' option for implementation. Trial DRT as part of the MaaS pilot.  Create a 'playbook' on optimal choices for procurement and governance of MaaS, DRT and related tech solutions for local authority and RTP partners.  Conclude the PriMaaS implementation plan.  Subject to funding extend MaaS and DRT pilots into 23/4 and beyond.	Cooperation from project partners, including completion of relevant legal agreements.  Successful funding bids to EU Horizons, Michelin Innovation Parc and/or Transport Scotland.  Successful procurement of partners for Year 2 onward of MaaS/DRT project.

Forum & Liaison Groups				
Impact	Strategic objective	Key focus areas	2022/ 23 Actions	Critical Success Factor
SEStran Forums facilitate discussion and provide a platform for interested parties to formulate a regional voice in transport-related matters		Bring together interested parties and representative groups, across the following areas: Equalities and Access to Healthcare, Integrated Mobility, Freight and Logistics	Organise topical meetings for each forum events twice annually  Review membership of groups each year to ensure appropriate stakeholders and groups are able to influence and help address transport related issues in the region	Involvement of key stakeholders
Regional Partnership working				
Impact	Strategic objective	Key focus areas	2022/ 23 Actions	Critical Success Factor
Through active and engaged partnership working, SEStran is able to ensure strategic and regional transport issues are a primary consideration within the development of a wide range of complementary plans and strategies and the development of strategic projects.		Continue to be involved in pressing transport issues and present a regional voice in transport related matters in the South East of Scotland	Continue to be involved in transport related policy developments and respond to relevant consultations	Resource availability
		Continue to lead by example, delivering sustainability and climate change objectives as an organisation and sharing and contributing knowledge and expertise across regional partners.	Organise stakeholder meetings to address various transport related issues	Cooperation from stakeholders
		Maintain and support effective links to Transport Scotland and	Provide the Sustainable and Active Travel Fund to help organisations adopt sustainable transport solutions	Involvement of organisations

		across all RTP partnerships in Scotland		
<b>Regional Transport Strategy (RTS)</b>				
<b>Impact</b>	<b>Strategic objective</b>	<b>Key focus areas</b>	<b>2022/ 23 Actions</b>	<b>Critical Success Factor</b>
It is SEStran’s statutory duty to create and maintain a Regional Transport Strategy. The strategy must be kept up to date to reflect the pace of the changes affecting the transport of people and goods. The RTS provides a regional framework for future developments and interventions.		Following the successful procurement of consultancy services to develop a new RTS, carry out consultation including statutory elements and appraisal, and the drafting of a new RTS report.	Develop an engagement strategy	Stakeholder engagement
			Complete consultation stages	Stakeholder engagement
			Deliver appraisal work.	Cooperation from stakeholders

## Annex 5.2 – Budget Summary

2022/23 Update	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Budget</b>				
Core	663	619	765	827
Projects	786	882	547	459
RTPI	23	25	25	25
[Reserve total]	[29]	[31]		
<b>Total budget</b>	<b>1,472</b>	<b>1,526</b>	<b>1,337</b>	<b>1,311</b>

<b>External funding</b>				
EU grants	106	210	26	0
Other income	394	344	339	339
<b>Total external funding</b>	<b>500</b>	<b>554</b>	<b>365</b>	<b>339</b>
<b>Core funding</b>				
Scottish Government	782	782	782	782
Council Requisition	190	190	190	190
<b>Total funding</b>	<b>1,472</b>	<b>1,526</b>	<b>1,337</b>	<b>1,311</b>

## Annex 5.5 – Glossary

SEStran aims to use clear and inclusive language in our publications and reports, but some project names or specific terms aren't commonly used, and many policies use acronyms or abbreviated titles. This glossary is a quick reference point for uncommon terms and abbreviations.

Term or abbreviation	Full title and meaning
<b>BLING</b>	' <a href="#">Blockchain in Local Government</a> ' is a project in which SEStran is a partner testing how blockchain can support the delivery and distribution of goods
<b>Blockchain</b>	A system of using coordinated data checks to verify online information exchange – it allows for very secure online transactions
<b>CoMoUK</b>	<a href="#">CoMoUK</a> is the name of a Trust that promotes shared and integrated mobility
<b>COP26</b>	<a href="#">The 26<sup>th</sup> United Nations Climate Change Conference</a> which is due to take place in Glasgow in November 2021
<b>DRT</b>	Demand Responsive Transport is generally used in the context of bus travel and indicates that the bus is responsive to where its passengers want to join

and alight from the service. This has traditionally been the preserve of community transport providers, but is increasingly being used elsewhere by commercial bus operators to replace ‘fixed-line’ bus routes.

<b>ECMA</b>	The Consortium of <a href="#">East Coast Main Line Authorities</a> (Councils, Combined Authorities and Regional Transport Partnerships) along the area served by the East Coast Main Rail Line
<b>Interreg</b>	<a href="#">Interreg North Sea Region</a> is a European Funding programme that helps regional and local governments deliver better policy.
<b>LEZ</b>	<a href="#">Low Emission Zones</a> - being introduced in four of Scotland’s cities following provisions for local authorities contained in the Transport (Scotland) Act 2019
<b>LRDF</b>	<a href="#">Local Rail Development Fund</a> – funding provided by Transport Scotland
<b>MaaS</b>	Mobility as a Service is a concept of integrating journey options, planning, ticketing and payment, allowing people to more freely choose between different modes of transport or operators
<b>NTS2</b>	The second <a href="#">National Transport Strategy for Scotland</a> , launched in February 2020
<b>PriMaas</b>	<a href="#">PriMaas</a> is a project in which SEStran is a partner, testing how Mobility as a Service can assist in delivering more accessible and sustainable regional transport
<b>RTPI</b>	Real Time Passenger Information
<b>RTS</b>	Regional Transport Strategy. SEStran’s current <a href="#">RTS</a> is on our website
<b>RTP</b>	<a href="#">Regional Transport Partnerships</a> - there are seven established across Scotland
<b>SEStran</b>	<a href="#">SEStran</a> is the South East of Scotland Transport Partnership
<b>SHARE-North</b>	<a href="#">SHARE-North</a> is a project in which SEStran is a partner – the name reflects the ambition to achieve more use of shared mobility solutions
<b>STAR</b>	<a href="#">Scottish Transport Applications and Research Conference</a>
<b>STPR2</b>	<a href="#">Second Strategic Transport Projects Review for Scotland</a> , led by Transport Scotland
<b>SURFLOGH</b>	<a href="#">SURFLOGH</a> is a project in which SEStran is a partner. The project aims to stimulate sustainable and efficient ‘last mile’ deliveries in urban areas. The name comes from ‘Sustainable Urban Freight Logistics Hubs’

## **Climate Change Duties Report**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to inform and update members about SEStran's responsibilities, as a public body, in relation to the Climate Change Act (Scotland) 2009.

### **2. BACKGROUND**

- 2.1 In 2015, the Reporting on Climate Change Duties (Scotland) Order 2015 came into force, which required specified Public Bodies, including RTPs, to prepare annual reports on compliance with climate change duties under the Climate Change (Scotland) Act 2009.
- 2.2 This legislation is managed and coordinated on behalf of the Scottish Government by the Sustainable Scotland Network (SSN) team at the Edinburgh Centre for Carbon Innovation.

### **3. REPORTING RESPONSIBILITIES**

- 3.1 SEStran has reported annual emissions figures since 2015 and implemented a range of policies to reduce the impact from the workings of the organisation.
- 3.2 For the reporting year 2021/22 SEStran total emissions was 3.39 tCO<sub>2</sub>e, due to members of staff mainly working from home as a result of the global pandemic and the hybrid working environment. A breakdown of emissions is detailed within the appended report.
- 3.3 Future reporting will reflect progress in achieving the target outlined in appendix 1.

### **4. RECOMMENDATIONS**

- 4.1 The Board are invited to note the content of the report.

Hattie James  
**Project Officer**  
November 2022

**Appendix 1: SEStran Carbon Emissions Reporting**



Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	As detailed in <b>Appendix 1</b> of this report.

The table below summarises the Carbon Emissions produced by SEStran throughout 2021-22.

### SEStran Carbon Emissions Reporting 2021-22

Emission Source	Consumption data	Units	Emission Factor	Units	Emissions (tCO <sub>2</sub> e)
<b>Scope 1 (direct emissions)</b>					<b>0.00</b>
<b>Scope 2 (energy indirect)</b>					<b>0.00</b>
<b>Scope 3 (other indirect)</b>					
Short-haul flights (average passenger)	1984.32	km	0.15353	kgCO <sub>2</sub> e/km	<b>0.3</b>
Rail (National Rail)	83.69	km	0.03549	kgCO <sub>2</sub> e/km	0.0
Car - petrol (average)	547.18	km	0.17431	kgCO <sub>2</sub> e/km	0.12
Car – diesel (average)	151.28	km	0.16843	kgCO <sub>2</sub> e/km	0.0
Staff Travel to Work	1631.35	km	various	kg CO <sub>2</sub> e/km	0.27
Working from Home	90.6	Percentage of total FTEs home-based	0.3	tCO <sub>2</sub> e/FTE/annum	2.7
<b>SEStran TOTAL</b>				<b>Tonnes CO<sub>2</sub>e</b>	<b>3.39</b>

The table above illustrates SEStran carbon emissions for 2021-22 against the relevant reportable emission categories. Since the relocation of SEStran to Victoria Quay in 2016, no report is made for scope 1 and 2 emissions that would otherwise be included in the Scottish Government building report.

Due to the ongoing impacts of COVID-19 and Scottish Government restrictions introduced in March 2020, 90.6% of SEStran full time equivalent (FTE) staff was working from home for the duration of the reporting period 2021-22. In light of that, a default emission factor as advised by the SSN Guidance on Completing Public Bodies Climate Change Duties Annual Report 2020/21 has been applied to calculate emissions associated with staff working from home.

The table below details the annual change since relocating to Victoria Quay. Due to the impact of COVID-19 it is hard to see the year-to-year comparisons. The table below shows the emissions purely related to business travel, including European travel but excluding staff travel to work and working from home.

Reporting Year	Tonnes CO2e
2016-17 *	7.138
2017-18	5.241
2018-19	7.227
2019-20	7.312
2020-21	0.062
2021-22	0.42

\*SEStran moved to Victoria Quay

In accordance with SNN guidance, it is recommended that a base year and a target is used to monitor reduction of emissions. Accordingly, SEStran aim to reduce emissions by 50% by 2030. SEStran will use 2016-2017 as a base year as that is the first year situated in Victoria Quay. This will be achieved by reducing the km travelled via business travel.

SEStran are setting a target to reduce their total tonnes of CO2e to 3.1 by 2030.

During 2021-22, SEStran staff adopted a hybrid working policy, and 90.6% of work was done from home online, including project meetings using software such as Microsoft Teams. There was minimal business travel that took place in relation to project work that had to be carried out in person. All other business travel, including travelling for EU project meetings, was replaced by remote working and online meetings. It should be noted that European travel has recommenced following the removal of restrictions.

Emission Source	No of Trips	Travel Distance	Difference on 20-21
Domestic flights	0	0 km	0 km
Short-haul flights	1	1233 km	∧ 1233 km
Rail	1	52 km	∧ 52 km
Car	**	698 km	∧ 341 km
Bus	0	0 km	0 km
Taxi	0	0 km	0 km
Cycle	**	0 km	0 km

\*\* Use of personal vehicles and cycles is captured by mileage only and not by trip number.

**Staff Travel to Work**

*Staff travel to work is calculated on assumptions of normal staff travel patterns if working in the office. This takes account of annual leave, periods of absence, and prearranged days working from home. This results in an estimated emission total that will be higher than the actual total emission for this category.*

The reporting period saw staff working from home 90.6% of the time, in line with Scottish Government COVID-19 restrictions, resulting in lower emissions associated with staff travel to work for the reporting period compared to previous years. SEStran operates flexible working practices and promotes the sustainable travel hierarchy where appropriate.

<b>TOTALS</b>	<b>Emissions kg CO2e</b>	<b>Distance km</b>
Car	270.96	1554.50
Passenger	0.00	0.00
Rail	0.00	0.00
Bus	0.00	0.00
Cycle	0.00	76.85
Walk	0.00	0.00
<b>TOTALS</b>	<b>270.96</b>	<b>1631.35</b>

## **Risk Register**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to provide the Board with its six-monthly update on SEStran's risk register.
- 1.2 The draft Risk Register was presented to Performance and Audit Committee at its meeting on 23<sup>rd</sup> November for comment.

### **2. BACKGROUND**

- 2.1 The Performance and Audit Committee, at its meeting in November 2021 approved the [SEStran Risk Management Framework Policy](#). This policy supports the management of the overall risk process within the organisation, including its governance arrangements.
- 2.3 The final version of the risk register can be found at **Appendix 1** of this report.

### **3. MAIN REPORT**

- 3.1 Key changes made to the register since the last update are as follows:

#### **3.2 R001 (1.0) Regional Transport Strategy**

A new risk has been added to cover any potential delay in the approval of the RTS by Scottish Ministers.

#### **R001 (1.1) Regional Governance Review**

The risk appetite for this risk is low to medium. All mitigating actions are being taken to manage the risk but it remains high. The risk is accepted and will be tolerated.

#### **R002 (2.1) Finance Pay Awards**

There is a risk that the 22/23 pay awards will result in an increase in the budget and will require prudent planning and budget monitoring.

#### **R002 (2.9) Other Funding Sources**

Reduced access to EU project funding risk has been updated with details of the Horizon project application.

#### **R005 (5.1) Contract Management**

This risk to address the implications of poor contract management has been updated with new mitigating measures/actions.

### **4. RECOMMENDATIONS**

4.1 The Board is asked to note the contents of the report.

Angela Chambers  
**Business Manager**  
November 2022

**Appendix 1: SEStran Risk Register**




Policy Implications	None
Financial Implications	As highlighted in the register.
Equalities Implications	None
Climate Change Implications	None



<p><b>RO01</b> 1.2</p>	<p><b>Strategic</b></p>	<p><b>Pandemic / Epidemic:</b> Interruption of normal service/inability to deliver functions. Financial impact of crisis on sources of funding.</p>	<p>4</p>	<p>Major</p>	<p>12</p>	<p>Medium</p>	<p>Adhere to Government restrictions, rules or guidance. Regular communication with Transport Scotland and constituent councils officials to guide any operational changes. Business Continuity Plan. Maintain current functions that can be delivered within working guidance.</p>	<p>3</p>	<p>Possible</p>	<p>3</p>	<p>Moderate</p>	<p>9</p>	<p>Medium</p>	<p><b>Medium:</b> An ongoing risk remains for future spikes of Covid-19 or other kinds of disease outbreaks Working from home arrangements now tried and tested and effective. <b>Tolerate</b></p>	<p>Ongoing Partnership Director</p>	<p>Low</p>	<p>Med</p>	
<p><b>RO02</b> 2.0</p>	<p><b>Financial</b></p>	<p><b>Financial:</b> Significant deviation from budgeted spend</p>	<p>3</p>	<p>Moderate</p>	<p>6</p>	<p>Low</p>	<p>The Financial Rules do not permit spending (whether revenue or capital) to exceed available budget. Budget and spend is monitored on a monthly basis by SEStran officers, using financial information provided by CEC through the Partnership's Financial Services Service Level Agreement with CEC and supported by qualified accounting staff of CEC. Action is taken by Partnership officers to develop alternative savings measures, including options for development of contingency arrangements, if required and subject to approval by the Partnership. The Partnership's Financial Rules require reporting of financial performances to the Partnership Board on a quarterly basis.</p>	<p>1</p>	<p>Remote</p>	<p>2</p>	<p>Minor</p>	<p>2</p>	<p>Low</p>	<p><b>Low.</b> Transport (Scotland) Act 2019 includes section on RTPs carrying reserves. <b>Tolerate</b></p>	<p>November 2022 Partnership Director</p>	<p>Low</p>	<p>Med</p>	
<p><b>RO02</b> 2.1</p>	<p><b>Financial</b></p>	<p>The approved budget for 2022/23 made provision for a pay award of up to 3%. The COSLA pay award represents an increase of £12,141 on the budget provision.</p>	<p>3</p>	<p>Moderate</p>	<p>15</p>	<p>High</p>	<p>Prudent planning assumption with ongoing monitoring of public sector pay negotiations.</p>	<p>4</p>	<p>Probable</p>	<p>3</p>	<p>Moderate</p>	<p>12</p>	<p>Medium</p>	<p><b>Medium Tolerate</b> Ongoing monitoring and review of all costs and forecasts during 2022/23.</p>	<p>November 2022 Partnership Director</p>	<p>Low</p>	<p>Med</p>	






R002 2.2	Financial	Staff recharges - externally funded projects: The indicative budget assumes that £192,000 of staff time can be recharged to Projects. There is a risk this may not be	3	Moderate	9	Medium	Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure. In 2022/23, externally-funded projects represent 36% of the approved budget.	3	Possible	3	Moderate	9	Medium	Medium: Other funding sources will continue to be pursued. Tolerate At 31 August 2022, recharges for 2022/23 are forecast to be £4,000 less than the budget target.	November 2022 Partnership Director	Low	Med	↔
R002 2.3	Financial	Inflation: There is a risk that the indicative budget does not adequately cover price inflation and increasing	4	Major	16	High	When setting the revenue budget, allowance was made for specific known price inflation. Budgets adjusted in line with current cost forecasts.	4	Probable	3	Moderate	12	Medium	Medium Tolerate: Ongoing monitoring and review of all costs and forecasts during 2022/23.	November 2022 Partnership Director	Low	Med	↔
R002 2.4	Financial	Delays in payment of external grants results in additional short-term borrowing costs.	3	Moderate	9	Medium	SEStran grant claims for projects are submitted in compliance with grant funding requirements to ensure minimal delay in payment. Ongoing monitoring of cash flow is undertaken to manage exposure to additional short-term borrowing costs.	3	Possible	3	Moderate	9	Medium	Medium: Grant submission procedures in place, along with financial planning. Tolerate	November 2022 Partnership Director	Low	Med	↔
R002 2.5	Financial	Sources of additional income to the Partnership may become constrained in the current economic climate and/or due to changes in operating	4	Major	16	High	Active Travel funding a high priority for Government with funds consistently available to bid for. Revenue budget for 2022/23 developed to take account of most likely level of external income in 2022/23.	4	Probable	4	Major	16	High	High Tolerate: Adapt expenditure accordingly. Ongoing monitoring and review of all costs, income and forecasts during 2022/23.	November 2022 Partnership Director	Low	Med	↔
R002 2.6	Financial	Funding reductions: Future reductions in core funding from Scottish Government and/or council requisitions. This could result in difficulty in delivering statutory obligations/duties.	4	Major	12	Medium	The Partnership will continue to source and develop external funding.	3	Possible	4	Major	12	Medium	Medium Tolerate: Manage organisation in accordance with available funding but ability of organisation to deliver RTS objectives will inevitably be dictated by available funding.	November 2022 Partnership Director	Low	Med	↔

<p><b>R002</b> 2.7</p>	<p>Financial</p>	<p>The deficit on the staff pension fund could lead to increases in the employers pension contribution</p>	<p>3</p>	<p>Moderate</p>	<p>12</p>	<p>Medium</p>	<p>Following the Lothian Pension Fund Triennial Actuarial Review of 2020, Partnership contribution rates have been advised until 2023/24. Planning assumptions have been updated and included in the revenue budget 2022/23 and indicative budget for 2023/24 reported to the Partnership Board on 18th March 2022.</p>	<p>4</p>	<p>Probable</p>	<p>3</p>	<p>Moderate</p>	<p>12</p>	<p>Medium</p>	<p><b>Medium Tolerate</b></p>	<p>November 2022 Partnership Director</p>	<p>Low</p>	<p>Med</p>	
<p><b>R002</b> 2.8</p>	<p>Financial</p>	<p>Current staffing levels cannot be maintained due to funding constraints and the Partnership incurs staff release costs</p>	<p>4</p>	<p>Major</p>	<p>12</p>	<p>Medium</p>	<p>The Partnership continues to seek additional sources of funding for activities aligned to the Partnership's objectives to supplement resources Recruitment control measures in place. Additional resources can be managed through consultancy as required.</p>	<p>3</p>	<p>Possible</p>	<p>4</p>	<p>Major</p>	<p>12</p>	<p>Medium</p>	<p><b>Medium:</b> Other funding sources will continue to be pursued. <b>Tolerate</b></p>	<p>Ongoing Partnership Director</p>	<p>Low</p>	<p>Med</p>	
<p><b>R002</b> 2.9</p>	<p>Financial</p>	<p><b>Other Funding Sources:</b> Reduced access to EU project funding and lack of replacement funding from UK Government</p>	<p>3</p>	<p>Moderate</p>	<p>15</p>	<p>High</p>	<p>The Partnership has sought to engage in as many relevant EU projects and funds as it can whilst UK authorities are allowed to access these funds. This should mitigate the short-term impact of any EU Exit negotiated and implemented. The Partnership has a proven track record in securing funding for relevant projects from the UK and other partners. It is anticipated that this will continue. Horizon projects being pursued.</p>	<p>5</p>	<p>Highly Probable</p>	<p>2</p>	<p>Minor</p>	<p>10</p>	<p>Medium</p>	<p><b>Medium:</b> The risk remains as there is significant uncertainty around the immediate and medium (3-5year) horizon for access to funds. Opportunity for renewed collaborative working with EU following Brexit to be explored. SEStran continuing to be accepted as partners in EU funded projects. <i>1 Horizon application submitted and a second in the pipeline.</i> Other funding applications will be made when available. <b>Tolerate</b></p>	<p>Ongoing Partnership Director</p>	<p>Low</p>	<p>Med</p>	

R003 3.0	Reputational	<b>Project Management:</b> Project incomplete or of poor quality Late Delivery	4	Major	8	Medium	Monthly monitoring and management intervention by the project officer and oversight by the Programmes Manager. Regular monitoring and management/project team meetings provides all across the organisation with a clear view of progress and expenditure against budget.	2	Unlikely	3	Moderate	6	Low	Low. Regular reports presented to P&A Committee and Partnership Board, which have been revised to provide focused monitoring template. <b>Tolerate</b>	Ongoing Programmes Manager	Low	Med	↔
R003 3.1	Reputational	<b>Reputation:</b> Regard by the public and stakeholders. Negative or inaccurate media coverage leading to misrepresentation of SEStran position	3	Moderate	9	Medium	Good relationships with media. Quick response to negative or inaccurate coverage. Board members regularly updated on SEStran work successes and issues.  Agreed broad media positions. Availability of Spokesperson - Senior staff only. No unauthorised media statements.	3	Possible	2	Minor	6	Low	Low. Partnership staff and Board Members continue to promote and advocate activities via speaking, writing or wider networking Continue to work closely with regional partners <b>Tolerate</b>	Ongoing Partnership Director	Low	Med	↔
R004 4.0	Governance	<b>Newly Appointed Board.</b> Risk of lack of continuity and loss of expertise due to high turnover in members for the new term of office.	3	Moderate	9	Medium	Ensure that full training and support is provided to the new Board in 2022 to enable strategic decisions to be made. A Regular schedule of meetings of the Succession Planning Committee.	2	Unlikely	2	Minor	4	Low	Low Skills audit will identify future training requirements Option to appoint Board Observers to supplement areas of expertise <b>Tolerate</b>	Ongoing Partnership Director	Low	Low	↔
R005 5.0	External	<b>Third party Service Level Agreements:</b> Failure or inadequacy of service	2	Minor	4	Low	Service Level Agreements in place for Financial Services, HR, Legal and Insurance services. Reviewed annually by senior officers. Subject to independent audit scrutiny. Action: Progress renewals of SLA's to secure continuity of services	2	Unlikely	2	Minor	4	Low	Low <b>Tolerate</b>	May 2023 Partnership Director	Low	Med	↔

<b>R005</b> 5.1	<b>External</b>	<b>Contract Management:</b> Failure to manage contracts leads to under performance and failure to obtain best value and delivery from contractual relationship.	3	Moderate	6	Low	Conditions of contract reviewed Procurement Policy Ensure contract documentation sound and up to date. Apply adequate supervision to the contract.	2	Unlikely	2	Minor	4	Low	<b>Low Tolerate</b>	November 2022 Partnership Director	Low	Med	
<b>R006</b> 6.0	<b>Legal and Regulatory</b>	<b>Statutory Duties:</b> Failure to adhere to duties described in legislation and related documentation	4	Major	4	Low	Board members regularly updated on SEStran work successes and issues. Ongoing liaison with Transport Scotland and relevant governing bodies. Regular liaison with Auditors.	1	Remote	2	Minor	2	Low	<b>Low.</b> Regular monitoring and programming of statutory duties is undertaken by the Partnership Director, Senior Partnership Manager and Business Manager. Audited by third parties. <b>Tolerate</b>	Ongoing Partnership Director	Low	Low	
<b>R008</b> 8.0	<b>System and Technology</b>	<b>Digital/IT:</b> Server failure Comms failure: phones Website	4	Major	12	Medium	Regular review of the Management Plan for Business Continuity. IT/Wesbite maintained under contract. Both proactively managed by third parties. IT hardware/software/licences upgraded at regular intervals.	3	Possible	2	Minor	6	Low	<b>Low.</b> Contracted IT consultants deliver IT services. Website contract includes security updates. Robust Information Security Policy in place with regular monitoring reports. GDPR compliant and Cyber Essentials Plus Accreditation maintained. <b>Tolerate</b>	Ongoing Business Manager	Low	Med	
<b>R009</b> 9.0	<b>People</b>	<b>HR:</b> Pension Liabilities Redundancy Contingency Inappropriate Behaviour Staffing/Incapacity	3	Moderate	9	Medium	SLA in place until May 2023 with Falkirk Council to provide specialist HR advice as required and is under regular review. Legal advice is provided, when required, through a framework contract, which is in place until August 2023	1	Remote	2	Minor	2	Low	<b>Low Tolerate</b>	May 2023 Partnership Director	Low	Low	

<p><b>RO09</b> 9.1</p>	<p>People</p>	<p>Inadequate measures in place to facilitate staff health, safety and well-being during contingency arrangements or future office arrangements.</p>	<p>4</p>	<p>Major</p>	<p>12</p>	<p>Medium</p>	<p>Regular review of appropriate policies . Carry out appropriate assessments of office equipment and working arrangements, following landlords guidance in relation to access to the office. <del>Draft</del> Risk Management Framework approved by P&amp;A Committee. Liaise with HR Adviser, SG facilities team. New Hybrid Working Policy developed implemented to facilitate transition arrangements to normal working arrangements</p>	<p>3</p>	<p>Possible</p>	<p>3</p>	<p>Moderate</p>	<p>9</p>	<p>Medium</p>	<p><b>Medium</b> An ongoing risk remains for future pandemics and future widespread disease or other outbreaks. Measures will be adjusted in accordance with government advice. <b>Treat</b></p>	<p>Ongoing Partnership Director (Subject to SG advice)</p>	<p>Low</p>	<p>Low</p>	
<p><b>RO09</b> 9.2</p>	<p>People</p>	<p>Inadequate measures in place to facilitate staff health, safety and well-being during working from home arrangements.</p>	<p>4</p>	<p>Major</p>	<p>12</p>	<p>Medium</p>	<p>Appropriate policies are reviewed and updated . Risk assessments of staff personal home working arrangements have been completed and will be subject to regular review. Risk Management Framework approved-by P&amp;A Committee. Business Continuity Plan reviewed. Liaise with HR Adviser. Review transition arrangements to normal working arrangements at appropriate time. Hybrid Working Policy will facilitate this.</p>	<p>3</p>	<p>Possible</p>	<p>3</p>	<p>Moderate</p>	<p>9</p>	<p>Medium</p>	<p><b>Medium</b> An ongoing risk remains for future pandemics and future widespread disease or other outbreaks. Measures will be adjusted in accordance with government advice and legislation. <b>Treat</b></p>	<p>Ongoing Partnership Director (Subject to SG advice)</p>	<p>Low</p>	<p>Low</p>	

Risk Number	Risk Detail	Risk Category	Gross Risk Assessment					Planned Response/Mitigation	Net Risk Assessment					Risk After Mitigation/Appetite for Risk	Date and Owner					
			Probability	Impact	Risk Score	Probability	Impact		Risk Score											
	Restricted ability to undertake RTS re-write: Inadequate senior staff resourcing available due to continued absence of Partnership Director	Strategic	4	Probable	3	Moderate	12	Medium	Resolve absence as soon as possible and appoint external resources as required.	2	Unlikely	2	Minor	4	Low	Partnership Director appointed May 2019. Funds identified for RTS re-write	June 2019 <b>CLOSED</b>			
	Accommodation: Occupancy Agreement with SG due for renewal February 2019. SG may not renew and alternative premises required at market rates.	Financial	3	Possible	3	Moderate	9	Medium	A notice period of 12 months must be served by each party under the current occupancy agreement. Occupancy Agreement renewed until February 2022.	3	Possible	3	Moderate	9	Medium		June 2019 <b>CLOSED</b>			
	ECOMM: Agreement to commit to ECOMM on the basis of being cost neutral. Income depends on number of delegates attending conference.	Financial	3	Possible	3	Moderate	9	Medium	SEStran withdrew offer to host ECOMM due to uncertainty over Brexit and subsequent impact on attendance at the conference.	3	Possible	2	Minor	6	Low		June 2019 <b>CLOSED</b>			
	Following the outcome of the EU Referendum, the Partnership is unable to access EU funding.	Financial	5	Highly Probable	3	Moderate	15	High	The Partnership continues to seek alternative funding sources to progress knowledge exchange/transfer.	4	Probable	3	Moderate	12	Medium	<b>Medium Tolerate:</b> Adapt expenditure accordingly. Currently involved in 5 EU projects, the completion of which are underwritten by the UK Treasury.	June 2021 <b>CLOSED</b>			
	<b>Governance:</b> Succession Planning Business Continuity	Governance	3	Possible	3	Moderate	9	Medium	Governance Scheme contains adequate provision to deal with senior officer absence. Staff structure and Business Continuity Plan in place. Senior Partnership Manager appointed.	2	Unlikely	2	Minor	4	Low	<b>Low Tolerate</b>	<b>CLOSED</b> Partnership Director			
	<b>Policy Appraisal:</b> Poor Quality Lack of consultation	Strategic	1	Remote	3	Moderate	3	Low	Advised by Government of relevant policy changes and Partnership Director and Officers regularly looking out for further policies and responding accordingly. Consultative forums also enable greater visibility and integration of local policies into regional strategy. Make full use of online consultancy options.	1	Remote	2	Minor	2	Low	<b>Low.</b> Partnership staff also continue to monitor their networks for relevant policy discussions. Draft RTS approved for statutory consultation. <b>Tolerate</b>	<b>CLOSED</b> Partnership Director	Low	Med	

## Risk Description and Impacts Table

Ref	Type of Risk	Description	Impact
R001	Strategic	Inability to design and / or implement a strategic plan or strategy for SEStran.	Lack of clarity regarding future direction and structure of SEStran impacting quality and alignment of strategic decisions
R002	Financial	Inability to perform financial planning; deliver an annual balanced budget; manage cash flows; and confirm ongoing adequacy of reserves	SEStran is unable to continue to deliver in line with strategic objectives; inability to meet financial targets; adverse external audit opinion; adverse reputational consequences
R003	Reputational	Adverse publicity because of decisions taken and / or inappropriate provision of sensitive strategic, commercial and / or operational information to external parties	Significant adverse impact to SEStran's reputation in the public domain
R004	Governance	Inability of management and members to effectively manage and scrutinise performance, and take appropriate strategic, financial and operational decisions	Poor performance is not identified, and decisions are not aligned with strategic direction
R005	External	Inability to effectively manage SEStran's most significant supplier and partnership relationships	Inability to deliver strategy and major projects within budget and achieve best value
R006	Legal / regulatory	Delivery of services and decisions are not aligned with applicable legal and regulatory requirements	Regulatory censure and penalties; legal claims; financial consequences
R007	Specific Operational	Inability to deliver projects and programmes effectively, on time and within budget	Inability to deliver projects; achieve service improvements; and deliver savings targets
R008	System and technology	Potential failure of cyber defences; network security; application security; and physical security and operational arrangements	Inability to use systems to support services; loss of data and information; regulatory and legislative breaches; and reputational consequences
R009	People	Employees and / or citizens suffer unnecessary injury and / or harm	Legal; financial; and reputational consequences
R010	New Project Income	Inability to attract new projects to fill the funding gap left by diminishing EU projects/Brexit	Inadequate funding streams and lack of innovation.

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**Risk Impact**

Likelihood		Severity		Risk Score	
1	Remote	1	Insignificant	1	Low Risk
2	Unlikely	2	Minor	2	
3	Possible	3	Moderate	3	
4	Probable	4	Major	4	
5	Highly Probable	5	Catastrophic	5	
				6	Medium Risk
				8	
				9	
				10	
				12	High Risk
				15	
				16	
				20	
				25	

At Risk
Strategic
Financial
Reputational
System and Technology
Governance
Specific Operational
External
Legal and Regulatory
People
New Project Income

Impact				
Descriptor	Score	Health and Safety Impact	Impact on Service and Reputation	Financial Impact
Insignificant	1	No injury or no apparent injury.	No impact on service or reputation. Complaint unlikely, litigation risk remote.	Loss/costs up to £5000.
Minor	2	Minor injury (First Aid on Site)	Slight impact on service and/or reputation. Complaint possible. Litigation possible.	Loss/costs between £5000 and £50,000.
Moderate	3	Reportable injury	Some service disruption. Potential for adverse publicity, avoidable with careful handling. Complaint expected. Litigation probable.	Loss/costs between £50,000 and £500,000
Major	4	Major injury (reportable) or permanent incapacity	Service disrupted. Adverse publicity not avoidable (local media). Complaint expected. Litigation expected.	Loss/costs between £500,000 and £5,000,000.
Catastrophic	5	Death	Service interrupted for significant time. Adverse publicity not avoidable (national media interest.) Major litigation expected. Resignation of senior management/directors.	Theft/loss over £5,000,000

Likelihood		
Descriptor	Score	Example
Remote	1	May only occur in exceptional circumstances.
Unlikely	2	Expected to occur in a few circumstances.
Possible	3	Expected to occur in some circumstances.
Probable	4	Expected to occur in many circumstances.
Highly Probable	5	Expected to occur frequently and in most circumstances.

Impact					
Impact	5	10	15	20	25
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable



### Risk Appetite

Risk Rating	Net Risk Assessment	Risk Appetite Response
High	15-25	Unacceptable level of risk exposure which requires action to be taken urgently.
Medium	7-14	Acceptable level of risk but one which requires action and active monitoring to ensure risk exposure is reduced
Low	1-6	Acceptable level of risk based on the operation of normal controls. In some cases, it may be acceptable for no mitigating action to be taken.

### Risk Response

There are four categories of risk response:

*Terminate:* risk avoidance – where the proposed activity is outwith the current risk appetite level;

*Treat:* risk reduction – where proactive action is taken to reduce the likelihood or impact of an event occurring or limiting the consequences should it occur

*Transfer:* risk transfer – where the liability for the consequences is transferred to an external organisation in full or part (e.g. insurance cover)

*Tolerate:* where certain risks are accepted

Risk Appetite Target Scores

Risk Description	From	To	Commentary
Strategic	Low	Medium	SEStran has a low to medium appetite in relation to its strategic risks and aims to ensure effective delivery of its commitments in line with agreed timescales. Strategic delivery is monitored through ongoing reporting processes and governance processes.
Financial	Low	Medium	SEStran has a low to medium appetite in relation to financial risk and may be prepared to accept some risk, subject to: <ul style="list-style-type: none"> <li>· setting and achieving an annual balanced revenue budget, in line with legislative requirements</li> <li>· maintaining an unallocated general reserve fund, in line with legislative requirements</li> </ul> Financial risk is set out in SEStran's Governance Scheme.
Reputational	Low	Medium	SEStran is prepared to tolerate a low to medium level of occasional isolated reputational damage. Media response protocols are set out in the Governance Scheme.
System and Technology	Low	Medium	SEStran has a low to medium appetite in relation to system and technology risk. The risk appetite will vary depending on the nature, significance and criticality of systems used, and the services they support. Risks are managed through ongoing use of inbuilt technology, security controls, encryption, data loss prevention, firewalls and vulnerability scanning, plus a range of security protocols and procedures. SEStran has achieved Cyber Essentials Plus accreditation.
Governance	Low	Low	SEStran has a low appetite in relation to governance and decision making. The partnership's governance arrangements are detailed in the Governance Scheme. No officer or member may knowingly take or recommend decisions or actions which breach legislation.
Specific Operational	Low	Medium	SEStran has a low to medium appetite in relation to specific operational risks. The Partnership Director and Management Team are expected to design, implement and maintain appropriate programme, project management and governance controls to manage these risks.
External (Suppliers/contractors/partnerships)	Low	Medium	SEStran has a low to medium appetite in relation to external risks. The appetite will vary depending on the criticality of the service or third-party support. SEStran has an established procurement process, supported by the Contract Standing Orders and use of Public Contract Scotland frameworks.
Legal and Regulatory	Low	Low	SEStran aims to fully comply with all applicable regulatory and legislative requirements. No officer or member may knowingly take or recommend decisions or actions which breach the law.
People	Low	Low	SEStran recognises that accidents can occur because of unknown and/or unplanned events and has an appetite to fully comply with all relevant health and safety requirements to minimise any health and safety risks that could potentially result in loss of life or injury.
New Project Income	Medium	High	SEStran has a medium to high appetite in relation to attracting new projects to enable innovation and attract new funding streams. SEStran has an established procurement process, supported by the Contract Standing Orders and use of Public Contract Scotland frameworks. Financial risk is set out in SEStran's Governance Scheme.



INTEGRATED MOBILITY FORUM  
10:00AM THURSDAY 6<sup>TH</sup> OCTOBER 2022

**Present:**

Cllr Sally Pattle	West Lothian Council
Chris Milne	East Lothian Council
Kevin Collins	Falkirk Council
Linda Bamford	NCM
Ben Ritchie	Lothian Buses
Doreen Steele	NCM
Madeleine Bell	Midlothian Council
Siobhan Eke	Mobility Ways
Rebecca Taylor	Scottish Government
Cllr Margaret Anslow	Falkirk Council
Douglas Robertson	Stagecoach Buses
George Hazel	
Jim Stewart	SEStran
Cllr Tom Conn	West Lothian Council
Robina Barton	Zetrans
Carlos Soto	Sustrans
Niall Gardiner	Tactran
John Geelan	Steer Group
Cllr John McMillan	East Lothian Council
Jane Findlay	Fife Council
Des Bradley	Scotrail
Jim Grieve	SEStran
Cllr Russell Imrie	Midlothian Council
Cllr Ruaridh Bennett	East Lothian Council
Hattie James	SEStran
Beth Harley-Jepson	SEStran
Cllr Jenny Linehan	Scottish Borders Council
Nikki Both	SEStran

**Apologies:**

Stuart Lowrie	City of Edinburgh Council
Cllr Dianne Alexander	Midlothian Council
Cllr Jane Cox	Scottish Borders Council
Christopher Snelling	AOA
Victoria Barby	Scottish Government
Cllr Jule Bandel	City of Edinburgh Council
Jason Hedley	Scottish Borders Council

Merry Smith  
 Cllr Colin Davidson  
 John Yellowlees  
 Scott Prentice  
 Paul White

Tactran  
 Fife Council  
  
 Scotrail  
 NCM

Ref.		Actions
<b>1.</b>	<b>Welcome and Introductions</b>	
	Councillor Pattle welcomed everyone to the meeting and introductions were made. Apologies were noted as above.	
<b>2.</b>	<b>Minutes of IMF - 7<sup>th</sup> October 2021</b>	
	<p>JG updated the group on Item 5 of previous minutes in relation to RTPI. JG explained that there a lot more operators using the system. JG also said the system is almost fully upgraded.</p> <p>The minutes from the previous meeting were then approved.</p>	
<b>3.</b>	<b>Update/discussion on RTS along with STPR2, NPF4, and 20% reduction car km route map</b>	
	<p>JS informed the Forum that the final version of the RTS has now been approved by SEStran Board. It has now been submitted to Scottish Government for approval which is the statutory process.</p> <p>JS conducted his RTS presentation. JS explained that following the statutory consultation, some of the Regional Mobility Theme titles were changed. These are shaded grey in the presentation.</p> <p>JS highlighted that one of the main areas of the RTS development process was Spatial Strategy which consisted of 2 strands. The first strand looked at better connectivity within communities affected by deprivation. The 2<sup>nd</sup> strand was related to reduction in car kilometres.</p> <p>JS highlighted that NPF4 was published in November 2021 and needed to be considered in relation to the development of the finalisation of the RTS.</p> <p>STPR2 was published in January 2022 which identified key potential transport themes.</p> <p>JS highlighted that one of the key factors that was highlighted within NPF4 and STPR2 was the role for Maas transit to improve urban accessibility within the South East of Scotland. JS highlighted that SEStran took account of these factors and they are now included with the final version of the RTS.</p>	

	<p>With regard to 20% reduction car km route map – JS explained that Scottish Government published a route map for achieving a 20% reduction in car kilometres by 2030 in January 2022 which highlighted the importance of behaviour change. This map is reflected in SEStran policies and RTS.</p> <p>A discussion followed the presentation and the following questions were posed:</p> <ul style="list-style-type: none"> <li>- What is the best way to drive behaviour change and awareness? – JS explained that SEStran is a Model 1 Regional Transport Partnership and the primary aim is to set the framework within which other transport partners can operate. JG highlighted that due to the pandemic more people are using their cars and a discussion is needed on the best way to encourage people to restart using the buses.</li> <li>- How do you get people back on the bus? JS explained that is about engagement with the operators to jointly encourage greater use and promote safe public transport is and option for people to use. JS said that SEStran would be happy to engage with both bus and rail operators.</li> <li>- DR explained that the government funding has been vital to preserve the current bus network. DR said there has been a strong bounceback in age group 22-60. DR highlighted that the biggest issue is 60+ age group are not using the bus facility. DR stated that a national message is necessary to convince the 60+ age group to return to using bus again following the pandemic.</li> </ul> <p>Cllr Pattle congratulated SEStran for all the hard work in developing and submitting the new RTS.</p> <p>MA requested a copy of the presentation slides.</p>	<p><b>JS/NB</b></p>
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<b>4.</b>	<b>RTPI/VoyagAR</b>	
	<p>Regio-Mob is an EU project and has identified good practices undertaken during Covid-19 to encourage and sustain public transport use and these were explained. In particular JS conducted a presentation on Thistle Assistance and explained its links with Regio-Mob and VoyagAR.</p> <p>A discussion followed regarding the following:</p> <ul style="list-style-type: none"> <li>- engagement with transport operators to improve disability awareness including hidden disabilities amongst front facing staff.</li> <li>- the best way to monitor Thistle Assistance qualitative data.</li> </ul> <p>JG highlighted that disability awareness training for front facing transport staff is key. DR explained the training process undertaken by Stagecoach staff.</p> <p>JS &amp; JG to have a discussion with Transport Scotland to determine how to gather information in the effectiveness of Thistle Assistance and how to monitor its qualitative data.</p> <p>JS gave a presentation on VoyagAR. JS gave an overview and explained that user testing was the next step in the process.</p> <p>With regard to RTPI, JG updated the group within Item 2 of this meeting.</p>	<b>JG/JS</b>
<b>5.</b>	<b>GO SEStran (DRT MaaS)</b>	
	<p>HJ gave a presentation on GO SEStran app. HJ explained that the app is now a live working app.</p> <p>HJ provided background and explained that the funding is provided by Transport Scotland MaaS investment fund. HJ explained the funding is only up to March 2023 and SEStran are currently looking for other funding options from end of March 2023.</p> <p>HJ explained the that the objective is to the test concept of MaaS and highlighted that the app is currently being piloted within East Lothian. SEStran are in discussions with other councils to expand the area.</p> <p>DRT is being investigated to include into the app also.</p> <p>A discussion followed and it was suggested adding Safe Places and Thistle Assistance onto the app. HJ highlighted that one of the best features of the app is that journeys can be</p>	

	booked and paid for and that it is specific to local transport providers.	
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<b>6.</b>	<b>Bus Alliance</b>	
	<p>JG provided an update on Bus Alliance explaining that the initiative is to increase bus patronage.</p> <p>JG explained this is a government initiative and bids were accepted from local authorities to develop infrastructure and technology.</p> <p>There are a number of bus partnerships across the SEStran area which are currently under development.</p> <p>JG highlighted that the bus operators are key players. JG mentioned that SEStran are project managing 2 of these projects – Forth Valley and Midlothian Alliances.</p> <p>JG explained that Forth Valley have developed a Case for Change which needs to go through a STAG process. The work is being undertaken by consultants on behalf of the alliances. JG explained that this is currently being reviewed by stakeholders who are developing a public focus group. JG explained that the Case for Change transport planning objectives will require further refining.</p> <p>Midlothian Bus Alliance are at a similar stage in the process as Forth Valley Bus Alliance.</p> <p>JG also explained that these projects are currently going through gateway assessments for Transport Scotland approval to progress to the next stage of the projects..</p> <p>MA requested FVBA information from JG. JG will get information for MA.</p>	<b>JG</b>
<b>7.</b>	<b>GO E-Bike Presentation</b>	
	<p>BHJ gave a presentation on GO E-Bike scheme. BHJ provided an overview of the scheme. BHJ highlighted that a public e-bike scheme was developed and there are currently 5 active stations. BHJ explained that the bikes are public electric hire bikes and an app is used to access these bikes.</p> <p>BHJ explained that ELC are looking to develop new sites in Musselburgh and Prestonpans. Midlothian are currently in the process of identifying 2-3 new stations for this scheme. SEStran are also working with Forth Environment Link which covers Clacks &amp; Falkirk to determine 2 new sites within that region.</p>	

	<p>BHJ explained that SEStran are hoping to engage with local authorities to create a scheme that is interlinked.</p> <p>BHJ explained that at some of the expansion sites, an e-trike with a cargo element is hoping to be incorporated to enable access to people with mobility needs.</p> <p>A discussion followed the presentation. SE offered to provide BHJ with scoping maps to determine demand pockets. JS to pass SE details on to BHJ.</p> <p>A discussion followed the presentation and the following questions were posed:</p> <ul style="list-style-type: none"> <li>- how many non-standard bikes will be available for hire? BHJ is still in discussions with provider regarding the number of bikes. LB will provide contact details for Wheels for Wellbeing to BHJ.</li> <li>- Is there information collated on user numbers at Eskbank and Musselburgh? BHJ explained that membership numbers are collected and an annual survey is sent out by the operator to users.</li> </ul>	<p><b>JS</b></p> <p><b>LB</b></p>
<b>8.</b>	<b>AOCB</b>	
	There was no AOCB. Cllr Pattle highlighted that topics/priorities for the next meeting can be emailed to NB for including in the next IMF Agenda. Cllr Pattle thanked JG & JS for all their work as they are due to retire at the end of the year.	
<b>9.</b>	<b>Next Meeting</b>	
a)	Topics/priorities for next meeting	
b)	Date of Next Meeting – TBC – April 2023	





EQUALITIES AND ACCESS TO HEALTHCARE FORUM  
10:00am Wednesday 12<sup>th</sup> October 2022

**Present:**

**Doreen Steele (Chair) (DS)**

Cheryl Fergie (Minute Taker) (CF)

Andrew Ferguson (AF)

Peter Jackson (PJ)

Beth Harley-Jepson (BHJ)

Keith Fisker (KF)

Cllr Robin Lawson (RL)

Cllr Tom Conn (TC)

Cllr Margaret Anslow (MA)

Cllr Jenny Linehan (JL)

Rhianne Forrest (RF)

Diana Budziosz (DiB)

Ally Nelson (AN)

Parveen Ishaq (PI)

Andrew McLellan (AM)

Gillian Hallard (GH)

Graham Dunn (GD)

Linda Bamford (LB)

John Scott (JS)

Ken Reid (KR)

Mike Harrison (MH)

Audrey Birt (AB)

Vanessa Altwiek (VA)

**Non-Councillor Member**

SEStran

SEStran

SEStran

SEStran

SEStran

Fife Council & SEStran Board Member

West Lothian Council &

SEStran Board Member

Falkirk Council &

SEStran Board Member

Scottish Borders Council & SEStran Board Member

Children's Health Scotland

East Lothian Council

Transport Scotland

Edinburgh & Lothians Regional Equality Council

East Lothian Council

RNIB Scotland

MACS

Non-Councillor Member

Non-Councillor Member

East Lothian Access Panel

Midlothian Disability Accessibility Panel

MACS

MACS

**Apologies:**

Cllr Jane Cox

West Lothian Council &

SEStran Board Member

Morag Haddow

East Lothian Council

Ian Aikman

Scottish Borders Council

Simone Doyle

Scottish Borders Council

Jane Hopton


NHS



Morven Brooks

Disability Equality Scotland

Robin Wickes  
 Catriona Burness  
 Allan Lindsay  
 Cllr Sally Pattle  
  
 Geoff Duke

Edinburgh Access Panel  
 RNIB Scotland  
 Young Scot  
 West Lothian Council &  
 SEStran Board Member  
 Non-Councillor Member

Ref.		Actions
<b>1.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	
	Doreen Steele welcomed everyone to the meeting and apologies were noted as above.	
<b>2.</b>	<b>MINUTES FROM 31<sup>st</sup> MARCH 2022 AND ACTIONS ARISING</b>	
	<p>The minutes of the last meeting were approved.</p> <p>It was decided to delete items from the action tracker once they have been completed.</p> <p>Noted in the group chat, concessionary travel cards are allowed in the DRT trial in East Lothian.</p>	<b>CF</b>
<b>3.</b>	<b>GO EBIKE</b>	
	<p>Beth Harley-Jepson gave a presentation on GO-eBike detailing regional public e-bike hire scheme and project overview and future development.</p> <div data-bbox="267 1094 472 1213" style="text-align: center;">  <p>Go e-bike presentation EAHF Oc</p> </div> <p>There was a general discussion, and the following points were raised:</p> <ul style="list-style-type: none"> <li>• Affordability, an annual fee of £60 is a large amount.</li> <li>• Discounted access passes in the coming year and options of per day or per ride are being looked into.</li> <li>• Lack of bikes for disabilities with trikes being the only option at the moment.</li> <li>• Access fobs to gain entry to eBikes.</li> <li>• Technology is an issue for accessibility.</li> <li>• Putting pressure on companies to make trikes more accessible.</li> <li>• The risk of extending inequalities.</li> <li>• Great scheme but there are barriers to overcome.</li> </ul> <p>BHJ to find out revenue, the cost of the scheme, number of users and level of subsidy and feed this information back to Cllr Lawson.</p>	<b>BHJ</b>

<b>4.</b>	<b>ACCESSIBLE TRAVEL FRAMEWORK ANNUAL DELIVERY PLAN</b>	
	<p>Ally Nelson from Transport Scotland gave a presentation on the Accessible Travel Delivery Plan Update:</p>  <p>ADP presentation - October 2022.pptx</p> <p>There was a general discussion, and the following points were raised.</p> <ul style="list-style-type: none"> <li>• Stakeholder engagement exercise complete.</li> <li>• Priorities remained consistent from the previous year.</li> <li>• The need to work closely with stakeholders.</li> <li>• The level of joined up working hasn't been there in the past.</li> <li>• Communication with 7 RTPs moving forward is needed.</li> <li>• 9 priorities are being moved into more relevant sections of the plan.</li> <li>• The steering group has had its first meeting with another happening soon.</li> <li>• Timeframe of the plan.</li> <li>• The need to identify critical success factors.</li> <li>• LAs have working groups, working closely with schools which will ultimately filter back into the delivery plan.</li> <li>• Feedback from stakeholders is welcomed.</li> </ul> <p>Ally Nelson will liaise directly with Rhianne Forrest regarding a child-friendly questionnaire.</p> <p>It was agreed that this item will be kept as a standing agenda item for future forums.</p>	<p><b>AN</b></p> <p><b>CF</b></p>
<b>5.</b>	<b>GO SESTRAN PROJECT, ACCESS TO HEALTHCARE USING DRT &amp; MAAS (TACTRAN PROJECT)</b>	
	<p>Andrew Ferguson presented Tactran ENABLE Programme – MaaS Platform. A discussion took place and the following points were raised:</p>  <p>2022 10 12 SestransEqualities&amp;Ac</p> <ul style="list-style-type: none"> <li>• Communication with community transport providers.</li> <li>• If members of this forum could download The GoSEStran App it would help moving forward.</li> <li>• Lessons learned from Tayside have been incorporated into the App.</li> <li>• Engaging with people from broader communities, conversations with MACS on how to achieve this.</li> <li>• Focus groups for diversity of input.</li> </ul>	

	<ul style="list-style-type: none"> <li>• RTPI will be integrated soon.</li> <li>• Lots of advertising is going on for engagement.</li> <li>• GoSEStran App will wrap up in March 2023 unless there is more funding available.</li> <li>• Should “own car” be the first option on the App.</li> <li>• Thistle Assistance will be integrated with the GoSEStran App.</li> <li>• Is there a different way to say “book and pay”, blind people do not have to pay and this may cause confusion.</li> </ul> <p>Ken Reid found the App difficult to use, he is happy to meet developers and focus groups. Andrew Ferguson will organise a meeting for direct feedback.</p> <p>Audrey Birt said it would be good to capture data on the use of the App by disabled people, but it’s a step in the right direction with fine tuning to be done.</p> <p>Gillian Hallard will get RNIB staff to download the App and feedback. She said that Lothian Buses App has great accessibility and the tech is really good, worth exploring.</p> <p>Linda Bamford asked if there was any measuring of people that missed appointments in Tayside clinics, Andrew Ferguson will check and let her know.</p> <p>Doreen Steele stated that this was an important project and should be kept as a standing item on the agenda.</p>	<p>AF</p> <p>AF</p> <p>CF</p>
<b>6.</b>	<b>THISTLE ASSISTANCE</b>	
	<p>Keith Fisken updated on the Thistle Assistance Programme.</p> <p>Posters and leaflets have been circulated to all travel operators with staff training also being provided to ensure progress is as wide as possible.</p> <p>The VoyagAR system is moving into more public testing, SEStran are close to rolling this out. There is more investment needed. Ken Reid and Gillian Hallard will help with feedback. The ambition is for the GoSEStran App and VoyagAR App to gel together.</p> <p>Rhianne Forrest said that she has been working with refugee families, using the TA card to ease travel barriers due to English not being the first language. Keith Fisken will take the action to look at possibly putting a new sticker in the Thistle Assistance Card for a language barrier.</p>	<p>KF</p>
<b>7.</b>	<b>REGIONAL TRANSPORT STRATEGY</b>	
	<p>Keith Fisken updated the Forum on the status of the RTS. The RTS has been approved in September 2022 by the SEStran Partnership Board. It has been submitted to Scottish Government for</p>	

	approval. He thanked everyone from this Forum that has participated in pulling together information to support this.	
<b>8.</b>	<b>AOCB</b>	
	There was no other business to report.	
<b>9.</b>	<b>DATE OF NEXT MEETING</b>	
	TBC (Spring 2023)	

## Action Status Report

Forum: EQUALITIES AND ACCESS TO HEALTHCARE FORUM

Meeting Date: Thursday 31st March 2022

Minute/Date	Agenda Item	Action	Person	Date initiated	Date Due	Current Status	Date completed
31/03/22	LOOKING AHEAD – EARLY ENGAGEMENT WITH NHS ON FUTURE PLANS AFFECTING TRANSPORT	Flag up that NHS Lothian need to link up with RTPs and members of this group regarding movement of services.	IS	31/03/22		Outstanding	
12/10/22	MINUTES FROM 31st MARCH 2022 AND ACTIONS ARISING	It was decided to delete items from the action tracker once they have been completed.	CF	12/10/22	Ongoing	Completed items have been deleted.	
12/10/22	GO EBIKE	To feedback information to Cllr Lawson regarding revenue, cost of the scheme, number of users and level of subsidy.	BHJ	12/10/22			
12/10/22	ACCESSIBLE TRAVEL FRAMEWORK ANNUAL DELIVERY PLAN	Ally Nelson will liaise directly with Rhianne Forrest regarding a child-friendly Delivery Plan questionnaire.	AN	12/10/22			

		This item to be kept on future agendas for progress and updates.	CF	12/10/22			
12/10/22	GO SESTRAN PROJECT, ACCESS TO HEALTHCARE USING DRT & MAAS (TACTRAN PROJECT	<p>Andrew Ferguson will organize a meeting with Ken Reid for direct feedback from the GoSEStran App.</p> <p>Linda Bamford asked if there was any measuring of people that missed appointments in Tayside clinics, Andrew Ferguson will check and let her know.</p> <p>Item to be kept as a standing item on the agenda.</p>	<p>AF</p> <p>AF</p> <p>CF</p>	<p>12/10/22</p> <p>12/10/22</p> <p>12/10/22</p>			
12/10/22	THISTLE ASSISTANCE	Keith Fisken will take the action to look at possibly putting a new sticker in the Thistle Assistance Card for a language barrier and feed back to Rhianne Forrest.	KF	12/10/22			



**Remote Chief Officer Liaison Group Meeting  
14:00am Wednesday 9<sup>th</sup> November 2022  
Microsoft Teams**

**Present:**

<b>Jim Grieve (JG) (Chair)</b>	<b>SEStran</b>
Anna Herriman (AH)	SEStran
Jim Stewart (JS)	SEStran
Cheryl Fergie (CF)	SEStran
Peter Jackson (PJ)	SEStran
Keith Fiskin (KF)	SEStran
Jim Stewart (JS)	SEStran
Lesley Deans (LD)	Clackmannanshire Council
Iain Shaw (IS)	City of Edinburgh Council
John Mitchell (JM)	Fife Council
Gordon Brown (GB)	West Lothian Council
Chris Cox (CC)	Falkirk Council
Robbie Beattie (RB)	Midlothian Council
Graeme Johnstone (GJ)	Scottish Borders Council
Daisy Narayanan (DN)	City of Edinburgh Council

**Apologies:**

Peter Forsyth	East Lothian Council
Nicola Gill	West Lothian Council
Ian Lennox	East Lothian Council
David Miller	Midlothian Council
Jason Hedley	Scottish Borders Council

Ref.		Actions
<b>1.</b>	<b>Welcome and Apologies for Absence</b>	
	The Chair welcomed the Officers to the meeting and apologies were noted as above.	



<b>2.</b>	<b>Minutes and Matters Arising</b>	
	<p>Graham Brown sent an email requesting an amendment to the minute from 25<sup>th</sup> August 2022. The minute has been amended, item 7 now reads: (GB will be doing a joint LUF bid with Falkirk Council for 50million for the next financial year for work on the A801 Avon Gorge project)</p> <p>AH met with LAs to discuss EV Charging - there will be future meetings to pull together a regional task force to share data.</p> <p>KFs action regarding the Freight Study from previous minute was concluded. There has been an extension to the local rail funding.</p> <p>JS updated on the Programmed Investment Plan. The consultation will be returned today at 5pm. JS will update via email before the next COs meeting.</p>	<b>JS</b>
<b>3.</b>	<b>Financial Report</b>	
	<p>Iain Shaw provided an update and shared the Draft Report 2023/24.</p> <p>(a) Financial Planning. The indicative budget will be taken to the Performance and Audit Committee and the Partnership Board. There is no increase or reduction in council contributions. The risk around SG funding was noted.</p> <p>JG noted that the Active Travel fund is an estimate at this stage. Most current EU projects are coming to an end but SEStran have bids going into EU Horizon projects.</p> <p>IS agreed it was a good idea to add a brief description of projects to the activity column in the finance reports.</p> <p>(b) Finance Officers Report. This details the performance of the current year's expenditure and it is anticipated the expenditure will be in line with the budget for the current financial year.</p>	<b>IS</b>
<b>4.</b>	<b>Rail Card Companion Scheme Coordinated Approach</b>	
	<p>Attendees stated where they thought their LA was in regard to this topic. A discussion took place and the following points were noted.</p> <ul style="list-style-type: none"> <li>• Hard to forecast for budgeting.</li> <li>• Equalities issues.</li> <li>• Discrepancies, different systems being used at each LA.</li> <li>• Using concessionary bus passes for reduced rail fair.</li> <li>• Travelling locally.</li> <li>• Travelling outside the region.</li> <li>• Hard to standardise.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Universal pass for all councils.</li> <li>• Tying this in with the Thistle Assistance Programme.</li> <li>• Keeping business within each County.</li> </ul> <p>It was decided that each LA will send over details to AH regarding what they offer currently. AH will collate the findings and report back to the group.</p>	<b>AH</b>
<b>5.</b>	<b>Active Travel</b>	
	<p>Jim Grieve provided an update, and the key points were noted:</p> <ul style="list-style-type: none"> <li>• An Active Travel Transformation Group has been set up led by Luke Macaulay at TS.</li> <li>• Patrick Harvie wants to see more efficiency in the allocation of money awarded for Active Travel.</li> <li>• Sustrans and Cosla are running workshops.</li> <li>• CEC are looking at projects that can be delivered quickly.</li> <li>• Next year is the transition between now and the larger funding that will be coming through.</li> <li>• It seems there is a separate more accessible fund being set up.</li> <li>• Additional money could be absorbed on projects that are ongoing due to inflation.</li> <li>• Bidding on a competition basis for funding is not helpful.</li> <li>• There needs to be necessary links between collaboration groups and transformation groups.</li> <li>• Wider more parallel work needs to be completed on roles and responsibilities.</li> <li>• Reports could be joined up better, when responding to the consultations this could be mentioned.</li> <li>• Forward planning is key for substantial sums of money to be put to good use.</li> <li>• SEStran have not seen the final report from the transformation group that should be pulled together in Nov, with a draft report submitted in Dec.</li> <li>• SEStran have been representing ourselves as an RTP and all councils that are our constituent members at the Active Travel Transformation Group. The feedback that SEStran has given is as follows: Pushing for multiyear funding, resource of staff, reduce competition and a more strategic approach to allocation of funds.</li> </ul> <p>PJ added in link to the Cycling Framework and Delivery Plan for Active Travel in Scotland 2022-2030 into the chat. The deadline is the 19<sup>th</sup> December.</p> <p><a href="https://consult.gov.scot/transport-scotland/cycling-framework/">https://consult.gov.scot/transport-scotland/cycling-framework/</a></p>	

<b>6.</b>	<b>RTPI</b>	
	<p>Keith Fisker provided a brief update:</p> <p>The regional system is up and running and improving all the time. 95-98% accuracy would be a fantastic result. The framework purchasing is going well and LAs are rolling out new screens across the region. The software link is being shared with the Go SEStran app.</p>	
<b>7.</b>	<b>AOCB</b>	
	<p>Jim Grieve noted that this will be his last Chief Officers meeting, he will retire on 31<sup>st</sup> December. The group wished him well.</p>	
<b>8.</b>	<b>Date of Next Meeting</b>	
	<p>The proposed date of the next meeting is scheduled for 2:00pm on Wednesday 15<sup>th</sup> February 2023.</p>	