

**Remote Chief Officer Liaison Group Meeting
14:00 Wednesday 23rd August 2023
Microsoft Teams**

Present:

Brian Butler (Chair)(BB)	SEStran
Cheryl Fergie (CF)	SEStran
Peter Jackson (PJ)	SEStran
Peter Forsyth (PF)	East Lothian Council
Lesley Deans (LD)	Clackmannanshire Council
Gordon Mole (GM)	Fife Council
John Mitchell (JM)	Fife Council
Robbie Beattie (RB)	Midlothian Council
Graeme Johnstone (GJ)	Scottish Borders Council
Matt Jackson (MJ)	Scottish Futures Trust
Nicola Gill (NG)	West Lothian Council
Iain Shaw (IS)	Edinburgh Council

Apologies:

Gordon Brown	West Lothian Council
Paul Lawrence	Edinburgh Council
Ian Lennock	East Lothian Council
Kevin Anderson	Midlothian Council
Jenni Craig	Scottish Borders Council
Susan Keenlyside	Fife Council
John Curry	Scottish Borders Council
Craig McCorrison	West Lothian Council

Ref.		Actions
1.	Welcome and Apologies for Absence	
	The Chair welcomed the Officers to the meeting and apologies were noted as above.	
2.	Minutes and Matters Arising	
	The minutes from Wednesday 25 th May 2023 were agreed as a correct record and actions have been completed.	
3.	Financial Reports	
	Iain Shaw provided an update on the Financial Reports: The auditors report may be late due to Audit Scotland being new auditors to SEStran, early indications are that everything is on track for an unqualified certificate.	

	<p>The final accounts and auditors report will be ready for the next Partnership Board meeting in September.</p> <p>There are no anticipated issues with the current year's final accounts.</p>	
4.	Freight Update	
	<p>Peter Jackson provided an update and some of the key points are below:</p> <p>The GO Forth Freight Study is funded through LRDF, the objective is to build a business case for investment in developing sustainable freight solutions.</p> <p>The 4 stages of STAG:</p> <ul style="list-style-type: none"> • The Initial Appraisal Case for Change • Preliminary Options Appraisal • Detailed Options Appraisal • Post Appraisal Monitoring <p>This links with work on key European projects SURFLOGH and CONNECT. The Investment will come from Scottish Government & SURFLOGH.</p> <p>There is a requirement for change due to road freight movements impacting adversely on air quality & contributing to congestion.</p> <p>There is a requirement for intervention and scope for change.</p> <p>The next steps are:</p> <ul style="list-style-type: none"> • Proposal with Transport Scotland for extension • Look at Green Free Port opportunities • Explore cross border partnership opportunities with Transport for the Northeast • Use business cases to develop trials <p>The objective with Perth West is to build a business case for investment in developing sustainable freight solutions in and around the city of Perth in Scotland. Enabling urban logistics to decarbonise, operate commercially and evolve without adversely affecting quality of life would improve environments and create skills and jobs.</p> <p>Zedify have two sites that are running successfully. There is more to come out of this with further learning and funding. There will be further updates in the future.</p> <p>BB has a meeting with Transport Scotland on Thursday and is confident that additional funding will be granted.</p>	
5.	Shared Resources Forums	
	<p>Brian Butler gave the COs a brief update. He is in discussion with seven LAs, there is a lot of interest in this. There still needs to be a conversation with Midlothian Council. He is in the process of drafting</p>	

	the terms of reference and the first meeting will be organised as soon as possible.	
6.	Electric Vehicle Charging Strategy	
	<p>Matt Jackson provided an update on the Electric Vehicle Infrastructure Fund South-East Scotland Authorities – Potential Joint Working:</p> <p>Key points that were covered:</p> <ul style="list-style-type: none"> • Current Local Authority Collaborations • Concept • Delivery Phase • Task Force Funding & Enabling Future Investment • A main lead authority for one point of contact. • A senior officer’s group would be good to ensure governance. • Collaboration works well for joint procurement and scale. • Sharing procurement documents <p>Ayrshire Council have produced a committee paper on EV funding that may be of interest MJ will circulate to the group.</p> <p>BB and MJ to look into if there are any collaborative agreements in place already. BB will feed this back to the COs.</p> <p>MJ posted this link in to the group chat https://www.scottishfuturetrust.org.uk/workstreams/net-zero-transport</p>	<p>MJ</p> <p>MJ & BB</p>
7.	World Class Bus Service Strategy: Next Steps	
	<p>Brian Butler updated on the Bus Service Strategy:</p> <p>At the last Partnership Board meeting on 16th June, it was agreed to develop a Regional Bus Strategy to support RTS delivery. Feedback from the RTS was, there is a strong case and significant appetite for positive change. There is an aim to have strategy for period 2023-2035 in place by the end of the year.</p> <p>Points that were raised in the meeting are listed below:</p> <ul style="list-style-type: none"> • Tackling bus patronage • Realistic timescales • One size may not fit all • Financial pressure • Franchising • Sharing work that has been done with Strathclyde Council • Finding operators <p>SEStran are integrating a bus task force with the Integrated Mobility Forum and are in the process of procuring a consultant BB will update the COs accordingly.</p>	BB
8.	SEStran / Edinburgh and South East Scotland City Region Deal Concordat	

	<p>Brian Butler provided an update on the SEStran / Edinburgh and South East Scotland City Region Deal Concordat.</p> <p>There has been confusion in the past between SEStran and The City Region Deal, particularly a disparity about responsibilities.</p> <p>The document outlines how transport enables economic growth, joint working and engagement. It also outlines how to develop good working relationships and build trust. SEStran are going to ask their Partnership Board to endorse the document at the September Board meeting it will then go for approval to The City Region Deal Directors at a meeting in September or October.</p>	
--	---	--

9.	Joint RTP Develop to Deliver Report	
	<p>Brian Butler gave a verbal update on the Develop to Deliver Report: The Joint RTP Develop to Deliver Report is being refreshed, it will outline how RTPs can further assist with Scottish Government in delivering a National Transport Strategy and state where governance roles and responsibilities could be improved. Some key points are noted below.</p> <ul style="list-style-type: none"> • Jacobs completed a study in 2019 and suggested power should be devolved from national to regional level, with RTPS and growth deals working closely together • The Verity House Agreement is in place, it states things should be done locally by default, nationally by agreement. There is no specific mention of a regional approach but this is supported by the proposed devolution of some activities by central government. • Transport Scotland have been involved in the refresh of the report. <p>RTP Chairs will consider this report in September, it will then go to COSLA for approval. BB said he is happy to share the report to partners once it's been approved.</p>	
10.	AOCB	
	<p>Brian Butler gave an update on SEStran staffing. A Strategy Manager, Programme Manager and Communications Officer have been appointed.</p> <p>BB stated the importance of these meetings being a two way process. He suggested meeting in between the COs groups to share information.</p> <p>PF said East Lothian Council have a STOG meeting and he will send an invite out to BB.</p> <p>RB noted that the LTS process has been started in Midlothian Council.</p>	BB PF
11.	Date of Next Meeting	
	<p>The proposed date of the next meeting is scheduled for 2:00pm on Wednesday 8th November 2023.</p>	