

## **SEStran Partnership Board Minutes**

**10.00am, Friday 2 December 2022**

Council Chamber, City Chambers, Edinburgh, and Microsoft Teams

<b><u>Present</u></b>	<b><u>Name</u></b>	<b><u>Organisation Title</u></b>
	Cllr Colin Davidson (Chair)	Fife Council
	Cllr Scott Arthur	City of Edinburgh Council
	Cllr Danny Aston	City of Edinburgh Council
	Cllr Jule Bandel	City of Edinburgh Council
	Cllr Marie-Clair Munro	City of Edinburgh Council
	Cllr Fiona Law	Clackmannanshire Council
	Cllr John McMillan	East Lothian Council
	Cllr Paul Garner	Falkirk Council
	Cllr Derek Glen	Fife Council
	Cllr Robin Lawson (Deputy Chair)	Fife Council
	Cllr Dianne Alexander	Midlothian Council
	Cllr Sally Pattle (Deputy Chair)	West Lothian Council
	Cllr Tom Conn	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
	Paul White	Non-Councillor Member
<b><u>In Attendance</u></b>		
	Jamie Robertson	City of Edinburgh Council
	Martin Scott	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Peter Forsyth	East Lothian Council
	Ian Lennox	East Lothian Council

John Mitchell	Fife Council
Graeme Johnstone	Scottish Borders Council
Brian Butler	SEStran
Cheryl Fergie	SEStran
Andrew Ferguson	SEStran
Keith Fiskin	SEStran
Jim Grieve	SEStran
Hattie James	SEStran
Beth Harley-Jepson	SEStran
Anna Herriman	SEStran
Peter Jackson	SEStran
Jim Stewart	SEStran

**Apologies for  
Absence**

Gavin King	City of Edinburgh Council
Cllr Russell Imrie	Midlothian Council
Doreen Steele	Non-Councillor Member
Cllr Jenny Linehan	Scottish Borders Council
Angela Chambers	SEStran

## **A1. Minutes**

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### **Decision**

- 1) To agree the minute of the SEStran Partnership Board of 23 September 2022 as a correct record.
- 2) To agree the minute of the SEStran Performance and Audit Committee of 23 November 2022 as a correct record.
- 3) To agree the minute of the SEStran Appointments Committee of 27 September 2022 as a correct record.

## **A2. Governance**

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### **(a) Governance – Member Training Session**

The Partnership secretary to SEStran was scheduled to present a Member Training Session.

#### **Decision**

To continue this item to a future meeting of the Partnership Board

### **(b) Update to the Governance Scheme**

The SEStran Governance Scheme collated together the key documents which formed the basis for SEStran Partnership's decision making. Part of SEStran's organisational drive for continuous improvement was ongoing review of all its governance documentation. A recent review of its Governance Scheme had suggested it was due for amendment.

### **Decision**

- 1) To 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
- 2) To 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.
- 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.

(References – SEStran Partnership Board 23 September 2022 (item A2); report by the Secretary, submitted)

## **A3. Appointment of Third Deputy Chair**

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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. Members noted that there was no limit on the number of Deputy Chairs that could be appointed, and the Partnership has previously had three Deputy Chairs in office.

Cllr Imrie had expressed an interest in filling the role of a third Deputy Chair, which had been endorsed by the Chair.

### **Decision**

To appoint Councillor Russell Imrie as Deputy Chair.

(References – SEStran Partnership Board 23 September 2022 (item A2); report by the Secretary, submitted)

## **A4. Finance Reports**

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### **(a) Indicative Financial Plan 2023/24 to 2025/26**

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

### **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 will 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

(References – SEStran Performance and Audit Committee, 23 November 2022 (item A5); report by the Treasurer, submitted)

#### **(b) Finance Officer's Report**

A second update on the financial performance of the Core and Projects budgets of the Partnership was provided for the year 2022/23, in accordance with the Financial Regulations of the Partnership. Analysis of financial performance to the end of October 2022 was also presented.

The Partnership's Core and Projects budgets for 2022/23 were approved by the Partnership on 18th March 2022.

#### **Decision**

- 1) To note forecast underspend on the Core revenue budget of £10,000
- 2) To note the forecast slippage on the Projects revenue budget of £27,000.

(References – SEStran Partnership Board, 18 March 2022 (item A3(b)); report by the Treasurer, submitted)

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

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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. An outline was provided to the Board on the proposed approach to streamlining project performance reporting.

The report also 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.

A verbal update to the report was provided for the Board, that in relation to the Bewegen award, SEStran will rely solely on the 2016 regulations, as a stronger justification for the award than the 2015 regulations;

The Board was also verbally asked to note that the reference in the report to Contract Standing Orders should read to paragraphs 2.3, 2.4 and 5.5.

#### **Decision**

- 1) To note the progress recorded in the past quarter (Appendix 1 of the report by the Senior Partnership Manager).
- 2) To note the awarding of a contract to Bewegen, of up to £186,000 (Paragraphs 3.1 to 3.4 of the report by the Senior Partnership Manager).

- 3) To agree that officers pursue work to extend DRT activities in the region, with available funds (Paragraph 4.2 of the report by the Senior Partnership Manager).
- 4) To agree to the suggested change to Project Performance Reporting arrangements (Paragraph 5.2(b) of the report by the Senior Partnership Manager).

(References – SEStran Performance and Audit Committee, 23 November 2022 (item A7(c)); report by the Senior Partnership Manager, submitted)

## **A6. Progress On Go SEStran App, Tactran & NHS**

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At its meeting in September 2022, the Board agreed 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.

Further information on the GoSEStran project was provided.

During discussion the default setting of Go SEStran was raised. The Board agreed the most sustainable method of transport should be the default mode, not the mode with the least connections. The name of the Go SEStran app was also raised as being counter-intuitive, the Partnership Consultant agreed to continue the dialogue out with the meeting regarding the issues raised.

### **Decision**

- 1) To note progress made on the project to date.
- 2) To support officers' efforts to promote the GoSEStran project and its expansion into other parts of the SEStran area.
- 3) To agree to support further collaboration with Tactran and others to share lessons learned and best practice across Scotland, including via the Open Learning Network.

(References – SEStran Partnership Board, 23 September 2022 (item A6); report by the Senior Partnership Manager, submitted)

## **A7. Regional Transport Strategy 2035 – Communications Plan Outline**

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The final draft of the Regional Transport Strategy (RTS) for submission to Scottish Ministers for approval was approved by the Board at their meeting on 23 September.

The Board considered a report suggesting a proposal for the aims and outcomes of a communications plan which would promote and ensure engagement of stakeholders and partners in achieving the aims and objectives of the SEStran 2035 Strategy. Agreement was sought from the Board to develop this into a more detailed communications plan with associated actions.

### **Decision**

- 1) To note the proposed approach to communicating the RTS following its approval.

- 2) To approve the development of a communications plan supported by external expertise and based on the approach outlined in the report.
- 3) To agree that an update would be provided at a future Board meeting on the communications plan.
- 4) To note that Board members should contact the Partnership Director between meetings if they had any ideas regarding the plan.

(References – SEStran Partnership Board, 23 September 2022 (item A5); report by the Partnership Director, submitted)

## **A8. Cycling Framework for Active Travel Consultation**

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Transport Scotland were consulting on a draft Cycling Framework for Active Travel for the period covering 2022-2030. This document was the replacement to the Cycling Action Plan for Scotland (CAPS) that was in place between 2010-2020.

### **Decision**

To note the content of the report.

(Reference – report by the Strategy Manager, submitted)

## **A9. Programme of Meetings**

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The proposed calendar of SEStran Partnership Board meetings in 2023 was outlined, with the full schedule of SEStran meetings contained in Appendix 1 of the report. The schedule had been drafted in line with previous meeting cycles and complied with audit reporting requirements. Partnership Board meetings and the Performance and Audit Committee would be held as hybrid meetings, taking place in person at the City Chambers Edinburgh or via Microsoft Teams.

The proposed dates for the Partnership Board were:

- Friday 17 March 2023
- Friday 16 June 2023
- Friday 22 September 2023
- Friday 1 December 2023

### **Decision**

To approve the proposed programme of meetings for 2023.

(Reference – report by the Business Manager, submitted)

## **A10. Date of Future Meetings**

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### **Decision**

To note that the next meeting would be held on Friday 17 March 2023 at 10.00am in the Dean of Guild Courtroom, City Chambers, 253 High Street, Edinburgh, EH1 1YJ/ Teams.

## **B1. Business Plan Activity Tracker Update 2022-2023**

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An update was provided on the Business Plan activity for the year April 2022 to March 2023.

## **Decision**

- 1) To note the report.
- 2) To note the contents in Appendix 1 Activity update of the report.

(Reference – report by the Programmes Manager, submitted)

## **B2. Climate Change Duties Report**

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An update was provided on SEStran's responsibilities, as a public body, in relation to the Climate Change Act (Scotland) 2009.

### **Decision**

To note the report.

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

## **B3. Risk Management Framework**

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

The Risk Register was presented to Performance and Audit Committee at its meeting of 23 November for comment

### **Decision**

To note the report.

(References – SEStran Performance and Audit Committee, 23 November 2022 (item A6); report by the Business Manager, submitted)

## **B4. Minutes**

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### **Decision**

- 1) To note the minute of the Integrated Mobility Forum of 6 October 2022.
- 2) To note the minute of the Equalities and Access to Healthcare Forum of 12 October 2022.
- 3) To note the minute of the Chief Officer Liaison Group meeting of 9 November 2022.

## **Valedictory Remarks**

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On behalf of the Board, Councillor Davidson recorded thanks to Jim Grieve for his work and commitment during his tenure in the role as partnership director of SEStran and wished him well for the future.