

CHIEF OFFICERS' LIAISON GROUP MEETING
Remote Meeting via MS Office Teams
Wednesday 24th May 2023 – 2:00pm

AGENDA

1. **WELCOME AND APOLOGIES FOR ABSENCE.**
2. **MINUTES AND MATTERS ARISING** – Monday 27th February 2023
3. **FINANCIAL REPORTS** – Verbal update by Iain Shaw
4. **REGIONAL TRANSPORT STRATEGY NEXT STEPS** – Verbal Update by Brian Butler
5. **PROGRAMMED INVESTMENT PLAN** – Verbal Update by Hattie James
6. **GOSESTRAN**
 - (a) Maas – Verbal update by Andrew Ferguson
 - (b) DRT - Verbal update Hattie James
7. **A REGIONAL APPROACH TO EV STRATEGIES: DISCUSSION PAPER**
– Report by Tom Flanagan
8. **ACTIVE TRAVEL 2024/2025** – Verbal update by Peter Jackson
9. **FREIGHT UPDATE** – Verbal update Keith Fiskin
10. **SCOTRAIL UPDATE** – Presentation by Scott Prentice, Scotrail
11. **AOCB**
12. **DATE OF NEXT MEETING**
The date of the next meeting is Wednesday 23rd August 2023

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Agenda's and papers for all SEStran meetings can be accessed on www.sestran.gov.uk

**Remote Chief Officer Liaison Group Meeting
13:00 Monday 27th February 2023
Microsoft Teams**


Present:

Anna Herriman (AH)(Chair)	SEStran
Cheryl Fergie (CF)	SEStran
Jim Stewart (JS)	SEStran
Peter Jackson (PJ)	SEStran
Andrew Ferguson (AF)	SEStran
Hattie James (HJ)	SEStran
Peter Forsyth (PF)	East Lothian Council
Iain Shaw (IS)	City of Edinburgh Council
John Mitchell (JM)	Fife Council
Chris Cox (CC)	Falkirk Council
Robbie Beattie (RB)	Midlothian Council
Graeme Johnstone (GJ)	Scottish Borders Council
Keith Luke (KL)	Midlothian Council
Nicola Gill (NG)	West Lothian Council
Jamie Robertson (JR)	City of Edinburgh Council
Lesley Deans (LD)	Clackmannanshire Council

Apologies:

Brian Butler	SEStran
Keith Fisker	SEStran
Gordon Brown	West Lothian Council
John Curry	Scottish Borders Council
Susan Keenlyside	Fife Council

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

2.	Minutes and Matters Arising	
	<p>The minutes from Wednesday 9th November were agreed as a correct record.</p> <p>It was noted that Anna Herriman has raised the Rail Companion Scheme with ScotRail.</p>	
3.	Financial Report	
	<p>Iain Shaw gave a verbal update on the Revenue Budget. The main points raised were:</p> <ul style="list-style-type: none"> • Page 2, The planned budget for coming year shows no change in council requisitions. • Page 6, Appendix 2a: Projects proposed activity 2023-24 undertaken with each council contributing, there is no change to contributions. • Activity notes have been added to the tables within the report: this was an action from the last meeting. <div style="text-align: center;">  <p>2023 02 27 Item 3(a) Revenue Budget 2023</p> </div> <p>AH flagged the shift away from EU funding for planned project activity. There will be more focus on core activities in the next 12 months.</p> <p>PJ noted there will no longer be a split between funding from Transport Scotland and Sustrans. The 100k will be amalgamated in the new financial year.</p> <p>This report will go to Performance and Audit Committee and then to The Partnership Board Meeting on 17th March.</p>	
4.	Active Travel Update	
	<p>Peter Jackson provided an update on Active Travel and the key points were noted:</p> <p>Strategic Network</p> <ul style="list-style-type: none"> • There are routes in Falkirk, West Lothian, Clackmannanshire and Scottish Borders. • Utilities investigations are ongoing this year to take routes to the next stages. • A proposal has gone into Transport Scotland for funding for 2023-24, this has been approved. • SEStran have responded to Transport Scotland as part of the RTPs about future funding models, laying out a case for regional governance for extra funds. • There has been some allocation of budget for more upcoming routes on the strategic network. 	

	<ul style="list-style-type: none"> • Prioritisations are being looked at to see if changes in data are making a difference. • Transport Scotland have stated there must be an active travel strategy in place to apply for funding. • SEStran are using strategic network as the strategy document to identify new routes. <p>Vivacity</p> <ul style="list-style-type: none"> • A contract is in place to deliver monitoring units for routes that SEStran have been investigating. • It was agreed in January that a long term contract would be set up across 4 local authorities to gain implementation data. • SEStran are in the process of identifying installation requirements. • It has been noted that there may be an opportunity to tie in with a project in Fife Council, but all partners could engage in this and digital infrastructure could be shared. • There is a hope this information could be shared on the SEStran website and Cycling Scotland open data platform. 	
5.	Freight	
	<p>Peter Jackson updated the group on Freight in Keith Fiskens absence. The below points were made:</p> <ul style="list-style-type: none"> • The report from AECOM with preliminary options has been submitted to Transport Scotland. • The team at Transport Scotland are working through LRDF funds but do have a back log. • Transport Scotland are looking at St Andrews StARLink. • Business cases from SEStran EU projects will be fed into future freight work Findings will be shared and promoted. • SURFLOGH and CONNECT are winding down in coming months. • Developments with Forth Ports and Green Ports will be monitored closely. <p>PF asked if there will be an extension to the LRDF fund as the fund ends on 31st March. PJ thinks there will be a carry on, as staff have moved teams in Transport Scotland to help with the back log.</p> <p>RB stated there is a £20 Million UK grant for welfare facilities for HGV drivers, and this may be an opportunity for funding in Scotland particularly around the A720 corridor. He posted the below links into the chat facility.</p> <p>https://www.gov.uk/government/publications/hgv-parking-and-driver-welfare-grant-scheme-guidance-for-applicants/hgv-parking-and-driver-welfare-grant-scheme-guidance-and-application-form</p>	

	<p>https://www.gov.uk/government/news/20-million-to-improve-roadside-facilities-for-hgv-drivers</p> <p>JS stated The Scottish Government are developing a delivery plan for HGV welfare through NTS2 and STPR2. AF said SEStran are keen to assist Local Authorities to join up bids for funding. There may be an opportunity for a regional approach.</p> <p>JR updated on the STPR2 delivery plan. Contents and timescales are not set in stone. Edinburgh Council have submitted a City Region Deal paper to Transport Scotland to request a meeting with the Minister. Discussions from this group could potentially be on the agenda in future meetings with the Minister. There are more discussions to be had on how to seek input and engagement in future meetings.</p> <p>AH requested that PJ and KF take the action to review potential options, share opportunities from Transport Scotland and Scottish Government for funding HGV driver welfare and facilities including EV charging and report back to this group.</p>	<p>PJ & KF</p>
<p>6.</p>	<p>Regional Transport Strategy</p>	
	<p>Jim Stewart updated the Chief Officers on the Programmed Investment Plan and The Regional Transport Strategy. The following points were raised and discussed:</p> <p>Programmed Investment Plan</p> <ul style="list-style-type: none"> • Jim thanked everyone for helping the consultants pull together the information. • There are no budget commitments at the moment, this will be reflected in the investment plan. • Final part of the work is pulling tother the mapped database, to share files and work with local authorities directly. <p>Regional Transport Strategy</p> <p>SEStran have had feedback from Transport Scotland. Minor adjustments have been made to strengthen the document. Changes included:</p> <ul style="list-style-type: none"> • Reflecting bus rapid transport in STPR2. • Walking and wheeling being an important part of the journey. • HGV hydrogen fuelling strategy across the region. • EV charging. • 20% car reduction, making it clear everyone has a part to play. <p>The Regional Transport Strategy has been submitted to the Minister and the hope is to take it to the March Partnership Board.</p> <p>JS will circulate a Draft report to the group before the Board to highlight the key changes.</p>	<p>JS</p>

	<p>There was a discussion on how best to achieve 20% car reduction across the region. The conclusion was this may not be an achievable target, especially in rural areas, although CEC's more ambitious target for the city were noted.</p>	
7.	GoSEStran	
	<p>Hattie James updated on GoSEStran and the following points were noted:</p> <ul style="list-style-type: none"> • The App was launched in August 2022 using the Transport Scotland MaaS Investment Fund that was previously to last only to 31st March but has now been extended. • There are fortnightly meetings taking place and there have been two open learning sessions to share knowledge and the latest updates and issues. • The licenses with Tactran and Fuse have been extended to end of June 2023. • The target of 1000 users has been reached. • SEStran have been working with Tactran and Fuse to explore other funding streams. • A bid will be going into Smarter Choices Smarter Places, this would potentially fund the license for a further 12 months. • A new procurement exercise for a tech provider will be happening soon and may include Aberdeen City Council. <p>An East Lothian DRT service running between Tranent and Humble goes live in early March. The operator is Prentice Coaches and this is a similar route to the 109 currently running in Haddington. There are fixed stops within the town and DRT service outside the town.</p> <p>AF said discussions with Borders Council were appreciated. Designing a DRT route is a complicated process. MaaS and DRT are part of the solution to 20% car reduction, but its effect on this metric is hard to measure.</p> <p>AH said people should come along to open learning network sessions as there is lots of information to share.</p>	
8.	Proposal for a Regional EV Strategy	
	<p>Anna Herriman talked about a regional coordinated approach to an EV Strategy. SEStran is looking to find out which councils are comfortable sharing a procurement approach. It was discussed that the centralisation of agreement would need a signatory and perhaps could follow a similar approach to the RTPI and Thistle Assistance provisions.</p> <p>AH is looking forward to the second instalment of the Scottish Futures Trust grant, collaborative working and pulling together something to procure the infrastructure.</p> <p>AF will circulate a report on a regional approach in the HITRANS region.</p>	AF

9.	AOCB	
	<p>Jim Stewart is retiring at the end of March, this will be his last Chief Officers meeting. AH thanked him for his commitment to working on the Regional Transport Strategy.</p> <p>Anna Herriman is also leaving SEStran to work with Midlothian Council. Members wished them both well for the future.</p>	
10.	Date of Next Meeting	
	The proposed date of the next meeting is scheduled for 2:00pm on Wednesday 24 th May 2023.	

Chief Officer Liaison Group

Terms of Reference

INTRODUCTION

This document sets out the terms of reference of the SESTRAN Chief Officer Liaison Group which was established by the South-East of Scotland Transport Partnership at its meeting on 24 October 2006.

BACKGROUND

The Transport (Scotland) Act 2005 which established Regional Transport Partnerships provides for the delegation of powers to Committees comprised only of Members; subsequent guidance from the Scottish Executive also provided for delegation to Officers of the Partnership (i.e. employees and other persons contracted to provide Proper Officer functions). These provisions were enshrined in SESTRAN's Standing Orders.

There is, however, no provision for delegation of powers to officers of constituent Councils. Nevertheless, it is essential for SESTRAN to have access to the views and advice of appropriate Council officers in order to carry out its strategic and operational functions and business.

The former SESTRAN Management Team has therefore been re-established as the Chief Officer Liaison Group with a more formal composition and terms of reference than hitherto, and with the opportunity for the Group to report directly to Partnership Members to ensure that there is effective liaison not only between constituent Council officers and SESTRAN officers, but also between the Group and the Partnership Board.

STATUS OF GROUP

The Chief Officer Liaison Group serves as a forum for senior officers of the Partnership's constituent Councils to discuss issues relating to policy, strategy and operations, and to form a consensus view (or otherwise) to inform the Partnership Board's deliberations.

The Group has no delegated powers and is not a Committee of the Partnership. As such its meetings are not regulated by SESTRAN's Standing Orders.

REMIT

The Group's remit is:

- To provide a forum for discussion of transport matters between officers of the constituent Councils and officers of SESTRAN
- To consider transport matters relating to the functions, strategy and operations of SESTRAN and provide advice to the Partnership Board
- To consider transport matters arising through reports and meeting notes from the other SESTRAN Liaison Groups and provide advice to the Partnership Board
- To consider and provide advice on any transport matters referred to the Group by the Partnership Board or by the Partnership Director

- To inform and advise the Partnership Director on transport matters as affecting the SESTRAN constituent Councils

COMPOSITION

The Group comprises:

- The Head of Transportation (or equivalent post or nominee) from each SESTRAN constituent Council (8)
- Chairs of other Liaison Groups. If the Chair of a Liaison Group is also his/her Council's representative on the Chief Officer Liaison Group, the member shall attend in both capacities (maximum 5).
- SESTRAN Partnership Director (1)

CHAIR

The Partnership Director is Chair of the Chief Officer Liaison Group.

QUORUM, VOTING ARRANGEMENTS, ETC

Because the Group is solely advisory, there are no provisions for a quorum or for voting.

If a member cannot attend a meeting, he/she may arrange for the attendance of a substitute or alternate member in order that each council has full opportunity to participate in discussions.

If a group at any meeting fails to reach a consensus view on any matter, this will be recorded in the notes of the meeting so that the Partnership is aware of any difference of opinion among its Council advisers.

REPORTING ARRANGEMENTS

At each meeting a member of the Secretariat will attend to take notes.

Notes of Group meetings held since the last Partnership Board meeting are placed as standing items on the agenda of each meeting of the Board. Any matters not arising elsewhere in the Board agenda may be drawn to the Board's attention by the Partnership Director as Chair of the Group.

In most cases, however, it is expected that substantive recommendations emanating from the Group will be the subject of separate reports submitted by the Partnership Director.

It is not necessary for the notes of a Chief Officer Liaison Group meeting to be first approved by the Group before being included on the agenda of the Partnership Board.

For transparency, notes of Group meetings are also placed in the public domain by being posted on the SESTRAN website except for any matters which are judged to be exempt from publication under the Freedom of Information (Scotland) Act.

REPORTING TO SESTRAN BOARD MEMBERS

In order to provide a direct link between the Chief Officer Liaison Group and the Partnership Board, the Group shall organise a seminar at least once per year, to which will be invited all SESTRAN Members and all members of the Group. At the seminar, presentations shall be made of the key issues discussed by the Group, and there shall be opportunity for discussion and debate.

A Regional approach to EV Strategies: Discussion Paper

1. Purpose of paper

- 1.1 To propose to Chief Officers that SEStran coordinates the commissioning of a joint baseline and scoping report that:
- Assesses the potential for efficiencies from taking a regional approach to implementing common functions relating to Electric Vehicle (EV) charging strategies, and
 - Provides recommendations on future shared activities relating to EV development in the region.

2. Background

- 2.1 In 2023/24, each of Scotland's 32 Local Authorities will receive a flat rate allocation of £80,000 from Scottish Futures Trust's towards the further development and implementation of a local EV Strategy. This follows allocations of £60,000 per authority in 2022/23, for the development of local strategies.

One of the key aspects of Transport Scotland's recently published [draft Vision for Scotland's Public Electric Vehicle Charging Network](#) is the need for users to have a seamless experience, and in a regional context there is a chance to ensure at least a coherent, if not seamless experience.

- 2.2 SEStran's new RTS Regional Mobility Theme "Decarbonising Transport" includes policies and action areas that would support appropriate development of EV within a national policy framework. These are summarised in Appendix 1. SEStran's new RTS identifies that there is significant car based intra-regional movement and that all eight local authority areas have highly mobile populations. SEStran's new RTS actively supports the national target for an overall 20% reduction in car kilometres by 2030 but also recognises the need to decarbonise essential transport journeys and within that, there are benefits of supporting EV use across the regional fleet.
- 2.3 It is felt by officers in the majority of partner local authorities that a regional EV strategy, or a joint approach to some aspects of EV development, would help deliver coherence and cost savings or efficiencies on a wider geographic basis than individual Council areas; some partners feel that ultimately a national scale may be needed in Scotland. Without prejudicing a future national approach, however, the immediate challenge is to ensure that the region doesn't create a post-code lottery for public EV supply and standards.
- 2.4 Most LAs in SEStran region have now finalised a local EV strategy, with some already reported to transport committees for approval.

2.5 Several sub-regional joint approaches to EV strategies are also already well established. The proposals in this paper, therefore, deal with the question of understanding the potential of a wider collaborative approach – which might include some or all SEStran partner Councils, should that be shown to deliver efficiencies. For example, a shared services project management approach to the Electric Vehicle Infrastructure Fund (EVIF).

3. Main report - Options / Scope

3.1 Since the RTS was published, some (not all) partner councils have suggested there may be benefit and efficiency gained from coordinating a number of activity areas. Suggestions from various partner Councils include:-

Operational:

- Regionally consistent public access methods or standardised card issues
- A consistent response to equalities considerations raised by public access scheme(s) in the region
- Joint procurement of charging units to attract better market rates for all participating local authorities. Although there is a Scotland Excel framework for public procurement of EV charging infrastructure, the purchasing power of individual authorities can be limited
- Shared awareness of tariff policies and tariffs set by each LA, noting some or all LAs may ultimately prefer to set tariffs locally
- Arrangements for private charging in locations without off street parking - power supply cables under footways etc
- Shared back-office functions if required, or shared procurement and management of back-office functions, such as those functions provided by Charge Place Scotland

Strategic:

- Common supplementary guidance or planning policy relating to new build standards / levels of provision for home charging. Some Councils are clarifying or have set out requirements for EV charging in new developments, however a regional policy stance may be worth exploring
- A common approach to local authority provision of land and electricity supply for profit share / lease arrangements with charger providers
- Supporting freight – there are clearly opportunities to achieve beneficial air quality effects on the strategic and local networks by targeting freight traffic through the use of different vehicle types¹ – charging infrastructure developed for commuter traffic could be provided alongside chargers for freight use where possible e.g. at park and ride sites.
- Long term infrastructure improvements and innovation like in road charging (stationary and dynamic) should be examined for inclusion in long term road investment programs – maximising cross boundary links.

¹ <https://sestran.gov.uk/wp-content/uploads/2021/11/2022-SEStran-Forth-Freight-Case-For-Change-Final.pdf>

4. Recommendation

It is recommended that Chief Officers discuss and agree a common approach to further activity on regional aspects of EV strategy implementation in support of RTS delivery.

Tom Flanagan
SEStran Strategic Advisor
February 2023

Appendix 1: SEStran RTS – Decarbonising Transport Theme Priorities and Actions

Policy Implications	Proposals fit with the new (draft) SEStran RTS Regional Mobility Theme “Decarbonising Transport”
Financial Implications	The proposal to develop a scoping study will require financial contributions from SEStran and partner Councils.
Equalities Implications	None arise directly from this proposed joint piece of work.
Climate Change Implications	The environmental impacts of wide use of Electric Vehicles are yet to be fully understood but a policy to support their use should contribute to reduced levels of NOx, presence of black carbon and smaller particulates associated with combustion.

Appendix 1.

SEStran RTS – Decarbonising Transport Theme Priorities and Actions

The new RTS’s Regional Mobility Theme “Decarbonising Transport” includes policies and action areas that would support appropriate development of EV within a national policy framework. These are summarised in Appendix 1. :

Policies:

“a) implementation of measures which facilitate the decarbonisation of the vehicle fleet including cars, buses, vans, trains, ships and aircraft in line with national requirements.

b) recognise the risks associated with lower car running costs and supports measures (subject to equality impacts) to prevent renewed growth in private car travel, and to encourage the use of alternative modes in line with the NTS 2 sustainable travel hierarchy and national car kilometre reduction targets.

c) support suitable taxation measures for ICEs, EVs and other alternative fuelled vehicles that ensure their usage is managed in line with the NTS 2’s Sustainable Travel Hierarchy and ‘polluter pays’ principles.

d) roll out of EV charging infrastructure for all to support decarbonisation of car-based travel and support development in areas which may be commercially unviable for private sector investment

e) implement infrastructure (including covered parking at residential and employment facilities) which supports the wider uptake of e-bikes and e-cargo bikes.

Actions:

- Engage with Scottish Government for effective national strategy / guidance / specifications on fleet decarbonisation and rollout of appropriate and future-proofed supporting infrastructure. This should include legislation to manage on-street charging provision and provision of chargers in new developments.
- Work with the private sector and partners to develop a regional electric vehicle (and e-bike) investment and charging strategy, with associated technical guidance, including a spatial strategy across the area for long journey rapid charging facilities and for local area hub / community charging
- Develop and coordinate a regional information strategy including messaging around the need to ensure EVs are not regarded as a green light to increased car use and the range of issues associated with this. Strategy includes highlighting the potential of e-bikes and e-cargo bikes as viable modes of passenger and freight transport.
- SEStran and its partners will seek to engage with national governments around suitable taxation measures for ICEs, EVs and alternative fuelled vehicles and how they could potentially be applied as demand management measures
- Collate data / knowledge around green hydrogen / fuel cell technology, EV charging technology (e.g. on street / at home / workplace / forecourt) and regularly monitor both emerging technology and trends
- Facilitate pilot projects to encourage transition to alternative fuels for all modes
- Support alternative fuels for modes such as commercial vehicles and buses by actively engaging in and funding pilot projects across the region