

SEStran Partnership Board Minutes

10.00am, Friday 17 March 2023

European Room, City Chambers, Edinburgh, and Microsoft Teams

<u>Present</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Colin Davidson (Chair)	Fife Council
	Cllr Scott Arthur	City of Edinburgh Council
	Cllr Danny Aston (From A4)	City of Edinburgh Council
	Cllr Jule Bandel	City of Edinburgh Council
	Cllr Fiona Law	Clackmannanshire Council
	Cllr John McMillan (to A6)	East Lothian Council
	Cllr Derek Glen	Fife Council
	Cllr Dianne Alexander	Midlothian Council
	Cllr Russell Imrie	Midlothian Council
	Cllr Jenny Linehan	Scottish Borders 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
	Doreen Steele	Non-Councillor Member
<u>In Attendance</u>		
	Christopher Gardner	Audit Scotland
	Martin Scott	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Dheeraj Shekhar	City of Edinburgh Council
	Peter Forsyth	East Lothian Council
	Ian Lennox	East Lothian Council
	Christopher Cox	Falkirk Council

Jane Findlay	Fife Council
Keith Luke	Midlothian Council
Ewan Doyle	Scottish Borders Council
Brian Butler	SEStran
Angela Chambers	SEStran
Andrew Ferguson	SEStran
Keith Fisker	SEStran
Hattie James	SEStran
Peter Jackson	SEStran
Jim Stewart	SEStran
Nicola Gill	West Lothian Council
Fakhriya Abdulkadir	The Mental Health Foundation

Apologies for Absence

Cllr Marie-Clair Munro	City of Edinburgh Council
Cllr Ruaridh Bennett	East Lothian Council
Anna Herriman	Midlothian Council
Kate Sherry	Non-Councillor Member
Cllr Jane Cox	Scottish Borders Council
Graeme Johnstone	Scottish Borders Council

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 2 December 2022 as a correct record.
- 2) To agree the minute of the SEStran Performance and Audit Committee of 3 March 2023 as a correct record.

A2. Regional Transport Strategy

The Strategy and Projects Officer provided an update on the SEStran Regional Transport Strategy 2035. In October 2021, the Board approved the draft version of SEStran 2035 for statutory consultation purposes and following the statutory consultation process an amended draft version of SEStran 2035 was submitted to Scottish Ministers for approval in October 2022 and to date, approval had not been received from Scottish Ministers.

Decision

- 1) To note the update.

(References – SEStran Partnership Board 29 October 2021 (item A1); verbal update by the Strategy and Projects Officer, submitted)

A3. Partnership Director's Report

An overview of achievements and activities since the last Board meeting in December 2022 and upcoming events and milestones was provided. The update placed particular emphasis on initial observations and emerging plans for the future development of the organisation.

Decision

To note the contents of the report by the Partnership Director.

(References - report by the Partnership Director, submitted)

A4. Audit Plans

(a) External Audit Plan 2022-23

Audit Scotland, the appointed independent external auditor of the Partnership, prepared an Annual Audit Plan for 2022/23.

The External Audit Plan 2022/23 was considered and noted by Performance and Audit Committee at its meeting of 3 March 2023.

Decision

To note the External Audit Plan for 2022/23.

(References – SEStran Performance and Audit Committee, 3 March 2023 (item A5(a); report by the External Auditor, submitted)

(b) Internal Audit Plan 2021/22

The City of Edinburgh Council Internal Audit (IA) team performed one annual review to provide assurance over the controls established to mitigate certain key SEStran partnership risks.

An update was provided on the outcomes of the 2022/23 SEStran IA review of the Thistle Assistance Programme, progress with completion of previously raised audit actions and the Partnership's recommendations on potential areas for inclusion in the planned 2023/24 audit was also requested.

It was suggested the customer experience survey be plugged in to next year's audit.

Decision

- 1) To note the progress with completion of an audit action raised in 2021/22 audit year.
- 2) To note outcomes of the 2023/23 IA review of the Thistle Assistance Programme, and the associated costs.

(References – SEStran Performance and Audit Committee, 3 March 2023 (item A5(b); report by the Head of Internal Audit, submitted)

A5. Finance Reports

A5(a) Revenue Budget 2023/24 and Indicative Financial Plan 2024/25 to 2025/26

The revenue budget for 2023/24 and an indicative financial plan for 2024/25 to 2025/26 were presented for approval by the Partnership Board.

Decision

- 1) To approve the proposed Core budget for 2023/24, as detailed at Appendix 1 of the report.
- 2) To approve the proposed Projects budget for 2023/24, as detailed at Appendix 2(a) of the report.
- 3) To note that financial planning for 2024/25 to 2025/26 would be developed throughout 2023 for review by the Partnership in December 2023.
- 4) 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, 3 March 2023 (item A6(a); report by the Treasurer, submitted)

A5(b) Finance Officer's Report

The third update on financial performance of the Core and Projects budgets of the Partnership for 2022/23 was presented, in accordance with the Financial Regulations of the Partnership. An analysis of financial performance to the end of January 2023 was provided.

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

Decision

- 1) To note the forecast underspend on the Core revenue budget of £9,000.
- 2) To approve the final outturn Core revenue budget variance was transferred to the Partnership's unallocated Reserves for a decision as to expenditure in 2023/24.
- 3) To note the forecast slippage on the Projects revenue budget of £158,000.
- 4) To note that, following confirmation of the 2022/23 outturn, an earmarked balance would be established to meet slippage on project delivery from 2022/23 to 2023/24.

(References – report by the Treasurer, submitted)

A5(c) Annual Treasury Management Strategy 2023-24

A Treasury Management Strategy for 2023/24 was proposed.

Decision

To approve the Annual Treasury Management Strategy, as detailed in Appendix 1 of the report.

(References – SEStran Performance and Audit Committee, 3 March 2023 (item A6(b)); report by the Treasurer, submitted)

A6. Governance Scheme Update

Part of SEStran’s organisational drive for continuous improvement was ongoing review of all its governance documentation. At its meeting in December 2022, the Board agreed to the Corporate Procurement Strategy replacing the previous Corporate Procurement Policy.

At its meeting in December 2022, the Board requested the Strategy be updated to include how the principles of the strategy would give due regard within procurement processes to the relevance of all contracts in supporting SEStran’s commitment to meet its statutory duties under the Equality Act (2010) and the Public Sector Equality Duty.

Decision

To approve the revised Corporate Procurement Strategy, attached at Appendix Part A of the report, delegating to the Secretary to make appropriate adjustments to the Governance Scheme to reflect the Board’s decision.

(References – SEStran Partnership Board, 2 December 2022 (item A2(b)); report by the Partnership Secretary, submitted)

A7. Equalities Mainstreaming and Equalities Outcomes 2012-2025 Update Report

The Board considered a report which advised that SEStran was a listed public body under the Equality Act 2010 (“the 2010 Act”) and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The draft copy of the Progress Update 2023: Equalities Outcomes 2021-2025 and Mainstreaming report was presented for approval and publication by 30 April 2021.

Decision

To approve the report, subject to providing delegated authority to SEStran Officers to finalise the report with the gender balance data, prior to the publication deadline of 30 April 2023.

(References – SEStran Partnership Board, 19 March 2021 (item A6); report by the Partnership Business Manager, submitted)

A8. Go SEStran MaaS and DDRT

An update was provided on progress of GoSEStran. The project had continued to show promising results. The nominal target of 1000 users for GoSEStran was achieved in mid-February and there was evidence of good repeat use compared to other apps of this kind.

Decision

- 1) To note the progress made since the meeting of the Board on 2 December 2022.
- 2) To agree to receive updates on the project as appropriate.
- 3) To note the extension of the Fuse licence agreement at no cost to SEStran.

(References – SEStran Partnership Board, 2 December 2022 (item A6); report by the Projects Officer and SEStran Consultant, submitted)

A9. Projects Performance Report

An update was provided on performance within SEStran's various workstreams and projects over the last quarter. The update outlined to the Board on proposed approach to streamlining project performance reporting, for agreement.

The report summarised the details around a contract to be issued to Bewegen, for provision and operation of hire e-Bikes, and outlined the next steps in relation to development of GO SEStran, the digital MaaS app pilot.

Decision

- 1) To note progress on existing projects outlined in the Performance Report at Appendix 1 of the report.
- 2) To note the ongoing process with a Notice of Intention on behalf of Bewegen, as outlined in paragraphs 3.1 to 3.5 of the report.
- 3) To agree that officers pursue work to extend DRT and related activities in the region, with available funds, as outlined in paragraph 4.2 of the report.

(Reference – report by the Partnership Director, submitted)

A10. Date of Next Meeting

Decision

- 1) To note that the next meeting would be held on Friday 16 June 2023 at 10.00am in the Dean of Guild Courtroom, City Chambers, 253 High Street, Edinburgh, EH1 1YJ / Teams.
- 2) To agree to add an item to the agenda focussing on buses and Non-Councillor Members John Scott and Paul White would be invited to present.
- 3) To note that consideration would be given to hosting Board meetings at different Local Authorities and that Officers from hosting authorities would be invited.

B1. Business Plan Activity Tracker Update 2023-2024

An update was provided on the Business Plan activity for the year April 2023 to March 2024.

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. Minutes

Decision

- 1) To note the minute of the Integrated Mobility Forum of 6 October 2022.
- 2) To note the minute of the Chief Officer Liaison Group meeting of 27 February 2023.

- 3) To note the minute of the Equalities and Access to Healthcare Forum of 28 February 2023.