

SESTRAN PARTNERSHIP BOARD MEETING

Main Council Chamber, City Chambers, Edinburgh, EH1 1YJ
Or via Microsoft Teams
10:00am Friday 22 September 2023

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

AGENDA

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- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**

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The date of the next meeting is scheduled for **10:00am on Friday 1st December 2023**

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Gavin King
Secretary to SESTRAN
Head of Democracy, Governance and Resilience
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15 September 2023

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Agendas and papers for all SEStran meetings can be accessed on www.sestran.gov.uk

SEStran Partnership Board Minutes

10.00am, Friday 16 June 2023

The Dean of Guild Courtroom, 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 (items A1-A4)	City of Edinburgh Council
	Cllr Denis Coyne	Clackmannanshire Council
	Cllr Fiona Law	Clackmannanshire Council
	Cllr Ruaridh Bennett	East Lothian Council
	Cllr John McMillan (A1-A3 and A6)	East Lothian Council
	Cllr Paul Garner	Falkirk Council
	Cllr Derek Glen	Fife Council
	Cllr Colin Cassidy (Substituting for 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
	Kate Sherry	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	<u>In Attendance</u>	
	Christopher Gardner	Audit Scotland
	Andrew Henderson (Clerk)	City of Edinburgh Council
	Jamie Robertson	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Christopher Cox	Falkirk Council
	John Curry	Scottish Borders Council
	Gordon Grant	Scottish Borders Council

Graeme Johnstone	Scottish Borders Council
Ross Sharp-Dent	Scottish Borders Council
Brian Butler	SEStran
Angela Chambers	SEStran
Keith Fisken	SEStran
Tom Flanagan	SEStran
Hattie James	SEStran
Peter Jackson	SEStran
Susan Keenlyside	SEStran
Donald Bell	S82 Consulting
Gordon Brown	West Lothian Council

Apologies for Absence

Cllr Danny Aston	City of Edinburgh Council
Cllr Jule Bandel	City of Edinburgh Council
Cllr Robin Lawson	Fife Council
Cllr Jane Cox	Scottish Borders Council
Callum Hay	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member
John Scott	Non-Councillor Member

Valedictory Remarks

On behalf of the Board, Councillor Davidson recorded thanks to Peter Jackson for his work and commitment during his tenure in the role as Senior Project Officer for SEStran and wished him well for the future. Councillor Davidson also offered the Board's congratulations to Keith Fisken for his promotion to Senior Partnership Manager. Councillor Davidson then took the opportunity to welcome Councillor Cassidy, who was substituting for Councillor Alexander.

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 17 March 2023 as a correct record.
- 2) To agree the minute of the Special SEStran Partnership of 29 March 2023 as a correct record.
- 3) To note the draft minute of the SEStran Performance and Audit Committee of 2 June 2023.

A2. Partnership director's update

a) Partnership Director's Quarterly Update

The Partnership Director's Update was provided with reference being made to the Regional Transport Strategy including next steps and work with partners. Further reference was made to regional initiatives.

Decision

To note the Partnership Director's Quarterly Update

b) Go-eBike

An update in relation to Go-eBike was provided with reference being made to the insolvency status of Bewegen, the uncertainty regarding the future of the scheme, discussions with other Bewegen operators in Scotland, latest updates, and next steps.

Decision

To note the Update on Go-eBike.

(References, Presentation by Partnership Director, submitted)

A3. Unaudited Annual Accounts 2022/23 and Treasury Management Report 2022/23

The unaudited Annual Accounts for the year ended 31st March 2023 were presented. Officers provided an overview the annual Treasury Management report for 2022/23. Officers requested that members submit feedback via email so it could be formally recorded.

Decision

- 1) To note the unaudited Annual Accounts for 2022/23.
- 2) To note the annual Treasury Management report for 2022/23; and
- 3) To note the audited Annual Accounts, incorporating the Auditor's report, will be presented to the Performance and Audit Committee and Partnership Board in September 2023.

(References - report by the Treasurer, submitted)

A4. SEStran 2035 monitoring

a) Report by Hattie James and Donald Bell, S82 Consulting

An update regarding progress on the Programmed Investment Plan following the Partnership Board meeting on the 29 March was submitted with further details being provided regarding the receipt of the final report.

Decision

- 1) To note the progress made on developing the Programmed Investment Plan since the last meeting and the receipt of the final report from S82 Consulting;
- 2) To agree to delegate the Partnership Director to continue to work with key stakeholders and constituent councils to further update and develop the Programmed Investment Plan as a monitoring tool for delivery of the RTS; and

- 3) To agree to receive regular updates on the project as appropriate and at least every six months.

(References - report by the Project Officer & S82 Consulting, submitted)

b) Presentation by Donald Bell, S82 Consulting

The SEStran 2035 Monitoring – Programmed Investment Plan (PIP) detailing the project summary was presented with reference being made to the background and aims; scope; methodology; outcomes and future opportunities.

Decision

- 1) To note the ‘Regional’ projects were predominantly active travel, public transport and multi-modal. These scored well against assessment criteria;
- 2) To note that three GIS case studies identified gaps in the transport network - rail access to strategic housing sites, active travel links to hospitals, and examined Bindwells SHS, demonstrating the potential of GIS analysis;
- 3) To note that budget information was not always readily available for many projects, reflecting uncertainty in public sector funding and project status;
- 4) To agree to the production a Programmed Investment Plan, setting out in detail the strategic transport interventions in the SEStran region over the next three years, including GIS mapping; and
- 5) To note OJEU issued October 2022 seeking consultancy support.

(References – presentation by S82 Consulting, submitted)

A5. Bus Strategy

a) Verbal Introduction

A verbal introduction of the bus strategy was provided with reference being made to the rationale and proposed initiatives.

Decision

To note the verbal introduction.

b) Context and Issues Facing public transport.

The Context and Issues Facing public transport buses in Scotland were presented with details being provided in relation to the Transport focus bus passenger survey May 2023; Bus sector challenges, the Impact of covid Brexit and the situation in Ukraine, Government responses and future options.

Decision

To note the update on Context and Issues Facing public transport.

(reference, presentation by CPT incorporating material from McGills Buses)

c) Current Activity

An update regarding recent activities on Real Time Passenger Information; Thistle Assistance Programme and Bus Partnership Fund were provided.

Decision

To note the update on current activity.

(reference, presentation by Senior Partnership Manager)

d) Towards a World Class Bus Service

The Board were provided with an overview of the policy context with reference being made to the bus as a vital component of the transport network. A summary of current activities to support bus service improvements across the region, an outline of the potential opportunities provided by the Transport (Scotland) Act 2019 to further enhance bus services, and recommendations regarding actions that are intended to serve to promote a world class bus service network across the SEStran region was provided.

Decision

- 1) To note and support the continuing work of SEStran to support the Bus Alliances in the region, the development of bids to the BPF and best practice in the governance of the emerging BSIPs;
- 2) To delegate the Partnership Director to work with constituent councils and other Regional Transport Partnerships on exploring the opportunities to facilitate a transformational change to the bus network through the opportunities provided by the Transport (Scotland) Act 2019, seeking the necessary external legal advice as and where appropriate;
- 3) To request the Partnership Director to work with the CPT and bus operators in the region on developing an appropriate funding envelope that could provide for the transformational and sustainable change of the bus network in the region;
- 4) To open a strategic discussion with those councils who are currently shareholders of Lothian Buses to determine the future role of a municipally owned bus company in the transformation of the bus network across the SEStran region;
- 5) To agree that officers write to the new Transport Minister seeking an early meeting regarding an 'operator of last resort' for the bus network and to call on her (now Fiona Hyslop – was Kevin Stewart at the time of the meeting) to expand the work of the Bus Taskforce and launch a national conversation on the future of the bus sector in Scotland; and
- 6) To agree that the Partnership Director will pull the various strands of work together and develop a Regional Bus Strategy to align with the Regional Transport Strategy with a view to it being in place by the close of 2023 and that key strands be shared with members in advance.

(reference, report by SEStran Strategic Advisor, submitted)

e) Demand Responsive Transport

An overview of demand responsive transport was provided with reference being made to Digital Demand Responsive Transport (DDRT), SEStran's DDRT pilot and possible next steps.

(reference, presentation by SEStran Project Officer)

Decision

To note the presentation on Demand Responsive Transport.

(References - report by the SEStran Strategic Advisor, submitted)

f) Q&A Session

Members took the opportunity to raise concerns in relation to transport poverty and acknowledgement was given to the need for the Board to take the lead on the matter. Councillor Imrie expressed disappointment with regard to Lothian Buses handling of the service changes within Midlothian.

Further questions were raised in relation to the Scottish Government spending on travel for under 22's and the impact on usage, the increase in care ownership and the National Bus Task force terms of reference. Officers acknowledged trends highlighting increased car ownership whilst also highlighting increased trends for bus usage for under 22's. Reference was also made to the fact that Transport Scotland continues to evaluate the scheme and publish data for each local authority.

Concerns were also raised in relation to the increase in anti-social behaviour amongst young people on buses and acknowledgement was given to young people using buses for gang related activities. Officers agreed to share details with members in advance of the next meeting.

Councillor Davidson took the opportunity as Chair to acknowledge the concerns expressed by Councillor Imrie in relation to Lothian Buses handling of the service changes within Midlothian and offered to look at options as to how to best move forward.

Decision

Details in relation to antisocial behaviour and gang activity on buses to be circulated to members in advance of the next Board meeting.

A6. Projects performance report

An update was provided to the board regarding the performance of SEStran's various workstreams and projects over the last quarter. Details were also provided in relation to the proposed approach to streamlining project performance reporting.

Decision

- 1) To agree that the Chair would write to the Scottish Transport Minister for an early meeting and that key themes from this meeting would be circulated to members;
- 2) To note progress recorded in the past quarter, summarised in the attached Appendix 1; and
- 3) To note the intention to enter into a 9-month Licence agreement with Fuse Mobility Ltd in connection with the Go SEStran project, and delegate to officers to enter into further agreements with public sector bodies as part of the next phase of project.

(References - report by the Senior Partnership Manager, submitted)

A7. Date of Next Meeting

The date of the next meeting is scheduled for 10:00am on Friday 22nd September 2023.

B1. National Outcomes Review 2023

Decision

To note that the National Outcome Review was updated.

(reference, report by SEStran Strategic Advisor, submitted)

B2. Risk Management Framework

Decision

To note the contents of the report.

(References - report by the Business Manager, submitted)

B3. Family Leave Policy

Decision

To note the amendments to the Family Leave Policy which were approved by Performance and Audit Committee for implementation.

(References – SEStran Performance and Audit Committee, 3 March 2023 (item A8); report by the Business Manager, submitted)

B4. Minutes

B4.1 Minutes – Integrated Mobility Forum 27 April 23

Decision

To Note the minutes of the Integrated Mobility Forum 27 April 23

B4.2 Minutes – Chief Officer Liaison Group 24 May 23

Decision

To Note the minutes of the Chief Officer Liaison Group 24 May 23

B4.3 Minutes – Logistic & Freight 30 May 23

Decision

To Note the minutes of the Logistic & Freight 30 May 23

PERFORMANCE & AUDIT COMMITTEE

**Dean of Guild Court Room, City Chambers, Edinburgh, EH1 1YJ
and via Microsoft Teams
on Friday 8 September 2023
1.00pm**

PRESENT:	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Arthur	City of Edinburgh Council
	Councillor Pattle	West Lothian Council
	Callum Hay	Non-Councillor Member
	Doreen Steele	Non-Councillor Member

IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	Brian Butler	SEStran
	Cheryl Fergie	SEStran
	Keith Fiskin	SEStran
	Lesley Birrell	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Christopher Gardner	Audit Scotland

Action by

A1. ORDER OF BUSINESS

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

A2. APOLOGIES

Apologies were submitted on behalf of Councillor Derek Glen (Fife Council), Simon Hindshaw (Non-Councillor Member), Councillor Fiona Law (Clackmannanshire Council), Councillor Jenny Linehan (Scottish Borders Council), Councillor John McMillan (East Lothian Council), John Scott (Non-Councillor Member) and Gavin King (City of Edinburgh Council).

A3. DECLARATION OF INTERESTS

None.

A4. MINUTES

To approve the minute of the Performance and Audit Committee of 2 June 2023 as a correct record.

A5 EXTERNAL AUDIT UPDATE

The external auditor advised Members that the audit was substantially complete but that two issues required to be addressed in the accounts before a final opinion could be formed.

The two issues raised in the accounts related to pension asset and liability and debtor entries on ERDF Funding.

The Principal Accountant acknowledged the tight timelines and advised that officers were working as quickly as possible to respond to the queries which had been raised by the external auditor. Work was also being undertaken with the actuary and partnership officers to address the debtor entries in the accounts.

Members agreed it was important that the external audit report and the accounts should be submitted to the Performance and Audit Committee for detailed scrutiny in advance of being presented to the Partnership Board for approval.

Decision

- 1) To note the verbal update from the external auditor.
- 2) To agree that a special meeting of the Performance and Audit Committee would be arranged to consider the external auditor's report and the audited annual accounts, on a date and time to be agreed, in advance of the full Board meeting scheduled to be held on 22 September 2023.

A6. BUSINESS PLANNING AND STRATEGY WORKING GROUP

The Senior Partnership Manager provided a verbal update on the working group which had been established to work on the Partnership's next iteration of its business plan.

The working group included Councillor Pattle, Doreen Steele and Simon Hindshaw and had already met on a couple of occasions. Meetings had been timetabled on a monthly basis on Monday mornings. The Senior Partnership Manager advised that any other members interested in participating in the Group would be welcome.

A positive start had been made and it was anticipated that the newly formatted business plan would be available to submit to the Board in March 2024.

Decision

To note the update.

(Reference – Performance and Audit Committee 2 June 2023 (item A6)

A7. CONCORDAT BETWEEN SESTRAN AND THE EDINBURGH AND SOUTHEAST SCOTLAND CITY REGION DEAL

An update was provided on the progress being made on discussions between SEStran and the Edinburgh and South-East Scotland City Region Deal towards:

- aligning their activities to ensure that regional plans could deliver shared outcomes through targeted transport interventions.
- defining how new transport interventions would progress from strategy to delivery through the appropriate governance structures depending on the activity.

A working group had been established comprising representatives from SEStran, each of the six local authorities covered by the City Region Deal and the City Region Deal Programme Management Office.

The working group had developed a draft concordat which had now been considered by each City Region Deal local authority. The draft concordat had also been shared with Clackmannanshire and Falkirk Councils for consideration.

As a non-binding operational document, the concordat had not required any formal approval and had been accepted by all parties at Director level with minimal amendments.

The Electric Vehicle Charging Strategy had been expanded to cover Falkirk and Clackmannanshire and the Regional Transport Strategy Delivery Plan (formerly Regional Transport Masterplan) now covered all eight local authorities.

Members requested that officers consider the equalities implications and impact assessments section in terms of future reporting.

The Partnership Director confirmed that equalities impact reporting had been discussed and that this would be a real focus going forward.

Decision

- 1) To note that the Concordat would be presented to the Partnership Board meeting on 22 September 2023.
- 2) To note that officers would consider the equalities impact assessment aspects of future reporting.

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

A8. DEVELOP TO DELIVER UPDATE

The Partnership Director provided a verbal update on national transport governance and specifically the Develop to Deliver Report on optimising the role of Regional Transport Partnerships in furthering improvements to transport in Scotland.

Between 2013 and the start of the pandemic a lot of work had been done on the Strategy. Work had been commissioned by Jacobs Consultants who had developed a range of options with the preferred option being that prominence should be given to a regional approach to transport governance, with Regional Transport Partnerships and Growth Deals working closely together to deliver transport improvements.

The 7 Regional Transport Partnerships had been working jointly to refresh the Develop to Deliver Report and good progress was being made across a number of key areas.

Decision

To note the verbal update and that a paper providing further details on the Develop to Delivery Strategy would be submitted to the next meeting of the Performance and Audit Committee on 17 November 2023.

A9. STAFFING UPDATE

An update was provided on the review of the organisational structure within the Partnership.

The review had been conducted in consultation with SEStran staff, SEStran's Human Resources Adviser and Financial Accountant and a specialist job evaluation consultant to devise a long-term and flexible solution for staffing to enable effective and efficient delivery of key priorities, tackled the challenges being faced by the organisation and to provide a structure to support the development of all staff.

The revised organisational structure was set out in appendix 1 of the report by the Business Manager. All staffing and resourcing activity had been carried out within agreed budgets and expenditure levels.

This included:

- The promotion of Keith Fiskin to Senior Partnership Manager
- The fulltime appointment of Beth Harley-Jepson to Projects

Officer (Beth was previously employed by Cycling Scotland but spent 50% of her time on SEStran project work)

- The appointment of a new Strategy Manager, who will join SEStran on 31 October
- The appointment of a new Communications and Marketing Officer, who will join SEStran on 23 October
- The appointment of a new Programme Manager, who will join SEStran on 20 November

Decision

To note the report.

(Reference – report by the SEStran Business Manager 1 September 2023, submitted)

A10. DATE OF NEXT MEETING

Friday 17 November 2023 at 1pm.

**PERFORMANCE & AUDIT COMMITTEE
(SPECIAL MEETING)**

**REMOTE MEETING VIA MS OFFICE TEAMS
ON TUESDAY 19 SEPTEMBER 2023 AT 2.00PM**

PRESENT:	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Linehan	West Lothian Council
	Simon Hindshaw	Non-Councillor Member
	John Scott	Non-Councillor Member

IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	Brian Butler	SEStran
	Angela Chambers	SEStran
	Colin McCurley	Internal Audit, City of Edinburgh Council
	Christopher Gardner	Audit Scotland
	Iain Shaw	City of Edinburgh Council
	Lesley Birrell	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 Glen (Fife Council), Councillor Pattle (West Lothian Council), Callum Hay (Non-Councillor Member) and Doreen Steele (Non-Councillor Member).

A3. DECLARATION OF INTERESTS

None.

A4 2022/2023 ANNUAL AUDIT REPORT AND AUDITED ANNUAL ACCOUNTS 2022/23

The external auditor summarised the findings arising from the 2022/23 external audit as presented to members in the Annual Audit

Report.

An unqualified opinion had been given on the financial statements and other prescribed matters. The auditor's opinion stated that the financial statements gave a true and fair view of the state of affairs of the Board at 31 March 2023 and its income and expenditure for the year then ended.

One significant finding had been reported relating to the recognition of the pension asset. The annual report and accounts presented for audit had disclosed a pension asset of £0.647m. This had been reduced to zero with a corresponding adjustment to the pension reserve for the final version in line with the requirements of accounting standards.

The external auditor thanked the Partnership senior management team and the City of Edinburgh Council finance team for their commitment in ensuring that the audit had been carried out smoothly and efficiently.

Decision

- 1) To note the Annual Audit Report to members of the South East of Scotland Transport Partnership and the Controller of Audit.
- 2) To note the audited accounts and the Auditor's opinion in the audit certificate.

(References – SEStran Partnership Board 16 June 2023 (item A3); report by the Treasurer, submitted)

2022/23 ANNUAL AUDIT REPORT AND AUDITED ANNUAL ACCOUNTS 2022/23

1. Introduction

1.1 This report presents the:

1.1.1 The 2022/23 Annual Audit Report by Audit Scotland and

1.1.2 the Audited Annual Accounts for the year ended 31st March 2023.

2. Main Report

2.1 The unaudited Annual Accounts were noted by the Partnership at its meeting on 16th June 2023.

2.2 The Partnership's appointed External Auditor – Audit Scotland – has completed the annual audit. The Annual Audit Report is presented at Appendix 1.

2.3 The Audited Annual Accounts for the year ended 31st March 2023 are presented at Appendix 2.

2.4 The Annual Audit Report states the accompanying financial statements:

- give a true and fair view of the state of affairs of the Partnership as at 31 March 2023 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards, as interpreted and adapted by the 2022/23 Code; and;
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003

2.5 The Audit Opinion is included in the Independent Auditor's report at pages 46 to 48 of the Audited Annual Accounts.

2.6 An adjustment of £0.647m was made to the unaudited Annual Accounts to reduce the net pension asset to zero, following receipt of a revised actuarial report, which reflected fund performance to 31st March 2023 and minimum future funding obligations.

3 Recommendations

It is recommended that the Partnership Board:

- 3.1 note the Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit;
- 3.2 authorise the Audited Annual Accounts for signature.

Hugh Dunn

Treasurer

15th September 2023

Appendix

1 - Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit

2 - Audited Annual Accounts 2022/23

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 following issue of an unqualified Audit certificate.
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.

South East of Scotland Transport Partnership

Proposed 2022/23 Annual Audit Report



 AUDIT SCOTLAND

Prepared for the South East of Scotland Transport and the Controller of Audit
September 2023

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Key messages

2022/23 annual accounts

- 1 The financial statements give a true and fair view and were properly prepared in accordance with the financial reporting framework.
- 2 The audited part of the remuneration report, management commentary and the annual governance statement were properly prepared in accordance with the applicable requirements.
- 3 We have reported one significant finding from the audit, relating to recognition of the pension asset.

Wider scope

- 4 The partnership has a medium-term financial plan in place but faces significant financial pressure in future years
- 5 The partnership has arrangements in place for securing Best Value but there is scope to improve how performance is presented.

Introduction

1. This report summarises the findings from the 2022/23 annual audit of the South East of Scotland Transport Partnership (the partnership). The scope of the audit was set out in an Annual Audit Plan presented to the 3 March 2023 meeting of the Performance and Audit Committee. This Annual Audit Report comprises:

- significant matters arising from an audit of the partnership's annual accounts
- conclusions on wider scope areas that frame public audit as set out in the [Code of Audit Practice 2021](#), which for less complex bodies includes conclusions on financial sustainability and Best Value

2. This report is addressed to the partnership and the Controller of Audit and will be published on Audit Scotland's website www.audit-scotland.gov.uk in due course.

Responsibilities and reporting

3. The Partnership has primary responsibility for ensuring the proper financial stewardship of public funds. This includes preparing annual accounts that are in accordance with proper accounting practices. The partnership is also responsible for compliance with legislation putting arrangements in place for governance and propriety.

4. The responsibilities of an independent auditor appointed by the Accounts Commission are established by the Local Government in Scotland Act 1973, the [Code of Audit Practice 2021](#) and supplementary guidance and International Standards on Auditing in the UK.

5. The weaknesses or risks identified in this report are only those which have come to our attention during our normal audit work and may not be all that exist. Communicating these does not absolve management from its responsibility to address the issues we raise and to maintain adequate systems of control.

Auditor Independence

6. We can confirm that we comply with the Financial Reporting Council's Ethical Standard. We can also confirm that we have not undertaken any non-audit related services and therefore the 2022/23 audit fee of £11,850 as set out in our 2022/23 Annual Audit Plan remains unchanged. We are not aware of any relationships that could compromise our objectivity and independence.

Part 1. Audit of 2022/23 annual accounts

Public bodies are required to prepare annual report and accounts comprising financial statements and other related reports. These are the principal means of accounting for the stewardship public funds.

Main judgements

The financial statements give a true and fair view and were properly prepared in accordance with the financial reporting framework.

The audited part of the remuneration report, management commentary and the annual governance statement were properly prepared in accordance with the applicable requirements.

Audit opinions on the annual accounts are unmodified

7. The board approved the annual accounts for the partnership for the year ended 31 March 2023 on 22 September 2023. As reported in the independent auditor's report, in my opinion as the appointed auditor:

- the financial statements give a true and fair view and were properly prepared in accordance with the financial reporting framework
- the audited part of the remuneration report, management commentary and the annual governance statement were all consistent with the financial statements and properly prepared in accordance with the applicable requirements.

Overall materiality was assessed as £31,000

8. Broadly, the concept of materiality is applied by auditors to determine whether misstatements identified during the audit could reasonably be expected to influence the economic decisions of users of the accounts, and hence impact their opinion set out in the independent auditor's report. Auditors set a monetary threshold when considering materiality, although some issues may be considered material by their nature. It is ultimately a matter of the auditor's professional judgement.

9. Our initial assessment of materiality was carried out during the planning phase of the audit. This was reviewed on receipt of the unaudited annual accounts and is summarised in [Exhibit 1](#).

Exhibit 1

Materiality values

Materiality level	Amount
Overall materiality	£31,000
Performance materiality	£23,000
Reporting threshold	£1,500

Source Audit Scotland

10. The overall materiality threshold was set with reference to gross expenditure, which we judged as the figure most relevant to the users of the financial statements. Performance materiality is used by auditors when undertaking work on individual areas of the financial statements. It is a lower materiality threshold, set to reduce the probability of aggregated misstatements exceeding overall materiality. Performance materiality was set at 75% of overall materiality, reflecting on the low number of errors in the prior period.

11. It is our responsibility to request that all misstatements, other than those below our reporting threshold, are corrected, although the final decision on making the correction lies with those charged with governance.

Significant findings and key audit matters

12. Under International Standard on Auditing (UK) 260, we communicate significant findings from the audit to the Partnership Board, including our view about the qualitative aspects of the body's accounting practices.

13. The Code of Audit Practice also requires all audits to communicate key audit matters within the annual audit report under International Standard on Auditing (UK) 701. These are matters that we judged to be of most significance in our audit of the financial statements.

14. We have one significant finding from the audit, which is summarised in [Exhibit 2](#). Other than the corrected material misstatement detailed as a significant finding in Exhibit 2, our audit identified no misstatements above our reporting threshold.

Exhibit 2

Significant findings and key audit matters from the audit of the annual accounts

Issue	Resolution
<p>1. Pension asset reduction</p> <p>The pension liability/asset is an area of audit focus due to the material value and significant assumptions used within this complex calculation. In common with other local government pension scheme employers, Lothian Pension Fund commissions a firm of actuaries to value its pension liability and the accounting entries in the financial statements. The actuary reported that, as at 31 March 2023, the partnership had a funding <i>surplus</i> of £0.647 million.</p> <p>The surplus arose as a result of a significant increase to the net discount rate (discount rate net of CPI inflation) compared to the previous year, leading to a large gain on the balance sheet .</p> <p>Accounting standards impose a limit on the maximum amount of surplus which can be recognised on an employer's balance sheet. Given that the partnership is to continue to participate in the LGPS (Local Government Pension Scheme), it would be expected that this surplus could lead to lower future contributions rather than a refund of surplus. When this minimum funding obligation is considered, the asset was reduced to zero.</p>	<p>The annual report and accounts presented for audit disclosed a pension asset of £0.647 million. This was reduced to zero, with a corresponding adjustment to the pension reserve, for the final version of the accounts in line with the requirements of accounting standards.</p>

Our audit work responded to the risks of material misstatement we identified in the annual accounts

15. We have obtained audit assurances over the identified significant risks of material misstatement to the annual accounts. [Exhibit 3](#) sets out the significant risks of material misstatement to the financial statements we identified in our 2022/23 Annual Audit Plan. It also summarises the further audit procedures we performed during the year to obtain assurances over these risks and the conclusions from the work completed.

There is scope to improve the management commentary to present a clearer picture of SEStran's performance over the year

16. The Local Authority Accounts (Scotland) Regulations 2014 require the annual accounts to include a management commentary prepared in accordance with statutory guidance. SEStran's annual accounts includes a narrative on financial performance to explain variances between the budget, actual spend and the

surplus or deficit at the end of the year. While the guidance allows flexibility in terms of the level of performance information included, there is an expectation that the commentary gives an overview of service performance in the year and the inclusion of relevant key performance indicators should enhance the service 'story'.

17. SEStran's budget and accounts differentiates between 'core' service funding, and external project funding. Although this provides important and useful context to how funds have been used, it is also necessary that a clear and understandable picture of performance is presented. Key aspects of the accounts, such as how an overall deficit or surplus was reached, or performance against budget, should be presented so it can be understood by a reader from a non-financial background. The revised accounts contains improved narrative to assist the reader in understanding performance. [Recommendation 1](#)

Recommendation 1

There is scope to improve the management commentary to provide a clearer narrative on performance during the year and be supported by financial and non-financial information

Exhibit 3

Identified significant risks of material misstatement in the annual accounts

Audit risk	Assurance procedure	Results and conclusions
<p>1. Risk of material misstatement due to fraud caused by management override of controls</p> <p>As stated in International Standard on Auditing (UK) 240, management is in a unique position to perpetrate fraud because of management's ability to override controls that otherwise appear to be operating effectively.</p>	<ul style="list-style-type: none"> • Test journal entries with a focus on significant risk areas. • Consider any unusual material transactions identified through our audit testing for any evidence of management override of controls. • Substantive testing of income and expenditure transactions around the year-end to confirm they are accounted for in the correct financial year. • Review accounting estimates for evidence of management bias including assessing any changes to the 	<ul style="list-style-type: none"> • No issues were identified that indicate misstatements due to fraud caused by management override of controls. • Testing focussed on journal entries around the year-end that are open to management override of controls. • Audit testing of income and expenditure transactions confirmed they had been accounted for in the correct financial year • Accounting estimates did not vary significantly from the prior year and were consistently applied

Audit risk	Assurance procedure	Results and conclusions
	methods and underlying assumptions used.	<ul style="list-style-type: none"> • Our testing of accruals and prepayments did not identify any errors.
<p>2. Risk of material misstatement caused by fraud in expenditure</p> <p>The Code of Audit Practice expands the consideration of fraud under ISA 240 to include the risk of fraud over expenditure. There is a risk that expenditure may be materially misstated in the 2022/23 financial statements due to the extent and nature of the following significant expenditure streams:</p> <ul style="list-style-type: none"> • Project-related expenditure • Other service expenditure 	<ul style="list-style-type: none"> • Testing of expenditure transactions, focusing on the areas of greatest risk. • Review of budget monitoring reports focusing on significant budget variances. • Review of arrangements in place to detect and prevent fraud. 	<ul style="list-style-type: none"> • Our testing of expenditure did not identify any errors and we found no significant transactions outside the normal course of business. • We reviewed the budget monitoring reports that are presented at each Committee meeting. We concluded that financial management reporting is accurate and appropriate.

The unaudited annual accounts were received in line with the agreed timetable

18. The unaudited annual accounts were received in line with our agreed audit timetable on 30 June 2023.

Part 2. Wider Scope

For less complex bodies wider-scope audit work considers the financial sustainability of the body and the services that it delivers over the medium to longer term, and the arrangements for securing Best Value

Conclusion

SEStran has a medium-term financial plan in place but faces significant financial pressure in future years

The partnership has arrangements in place for securing best value and the new regional transport strategy includes a set of performance indicators

SEStran operated within its revised budget for 2022/23, reporting an overall accounting surplus of £0.034 million

19. SEStran receives most of its funding income from the Scottish Government via Transport Scotland, and requisitions from constituent council members. The partnership also receives a significant proportion of income through securing externally-generated funding, including from EU grants.

20. The partnership approved its initial 2022/23 revenue budget in March 2022. Revenue grant funding of £0.782 million from Transport Scotland and requisitions from constituent councils of £0.190m remained at the same level as previous years. SEStran budgeted for external income of £0.554 million to fund approximately 36% of its project expenditure. Of this, £0.210 million of external income came from EU grant funding for projects due to be completed in 2023.

21. Overall, SEStran reported income of £2.121 million, consisting of £1.149 million projects income, £0.782 million government grant and £0.190 million requisition income from councils. The increase in projects funding was largely due to a significant increase received from the government's active travel fund. After accounting adjustments, SEStran reported an in-year surplus of £0.034 million.

SEStran has a medium-term financial plan and the partnership recognises the risk of reduced levels of external funding

22. As we noted in our annual audit plan, SEStran recognises a significant risk around future financial sustainability. The partnership has a medium-term indicative financial plan which is revised annually and was last presented to the partnership board on 17 March 2023. The plan provides an analysis of the indicative budget through to 2025/26, taking account of factors such as pay

awards, planned project activity and core funding levels from government and council requisitions.

23. The most significant finance challenges, as noted in the partnership's own risk register, are constraints on additional income and the cessation of EU project funding. SEStran is actively engaged in lobbying for and securing new external funding opportunities, including alternatives to EU sources. There is a risk that after existing earmarked reserves are spent on agreed projects, SEStran may have to use reserves to meet core costs.

The new regional transport strategy 2025-35 has been approved, providing a long-term framework for the organisation

24. SEStrans' Regional Transport Strategy (RTS) for 2025-2035 was approved by ministers in March 2023 and ratified by the partnership board. The RTS provides a long-term strategic framework for SEStran, addressing regional transport issues and setting out how the partnership proposes to respond over the longer term. The work was undertaken in consultation with stakeholders and the public.

25. Transport Scotland undertook a review of Regional Transport Partnership (RTP) grants and allocations during 2022/23. Whilst there is no change to RTP revenue grant funding for 2023/24 for SEStran, with core grant income remaining at the same level as previous years (£0.782 million), there is ongoing uncertainty due to the deferral of RTP grant re-allocation until 2024/25.

A contingent liability has been disclosed to address uncertainty around the GO e-bike project

26. The accounts disclose a contingent liability relating to the liquidation of a service provider to the partnership's Go e-bike project, which is funded through the Low Carbon Travel and Transport Scheme (LCCT). The service provider has gone into liquidation, and officers are seeking to progress alternative provision with another provider. Ownership of the purchased bikes themselves from the liquidated supplier has now been transferred to SEStran, but further work is ongoing to establish if a third party provider will be able provide the technology to enable full provision of the service. We understand that SEStran is implementing lessons learned from the project including identifying improvements to its procurement processes.

SEStran has arrangements in place for securing best value and the new strategy includes a set of performance indicators

Delivery of best value responsibilities is included as part of the partnership's business plan strategic 'governance' objective. The business plan links SEStran's objectives to current projects and the Scottish Government's National Transport Strategy priorities. Project updates are reported at each partnership board meeting, and a synopsis of individual project performance is also reported in the annual report.

27. The new Regional Transport Strategy sets out a range of organisational key performance indicators (KPIs) intended for monitoring and evaluation of the strategy. We will review how SEStran reports performance through these and other KPIs, including in the annual accounts, once this has been determined.

Appendix 1. Action plan 2022/23

2022/23 recommendations

Issue/risk	Recommendation	Agreed management action/timing
<p>1. Presentation of key performance information</p> <p>There is scope to improve the management commentary to provide a clearer narrative on performance during the year and be supported by financial and non-financial information.</p>	<p>It is important that a clear and understandable picture of performance is presented, such as how an overall deficit or surplus was reached, or performance against budget. An overview of service performance in the year and the inclusion of relevant key performance indicators should enhance the service 'story'.</p> <p>Paragraph 16</p>	<p>A review of information included in the management commentary will be undertaken for preparation of the 2023/24 Annual Accounts</p> <p>Treasurer and Partnership Director</p> <p>31 March 2024</p>

South East of Scotland Transport Partnership

Proposed Proposed 2022/23 Annual Audit Report

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**The South East of Scotland
Transport Partnership
(SESTRAN)**

**Audited
Annual Accounts**

2022/2023

The South East of Scotland Transport Partnership (SESTRAN)

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The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary

1. Basis of Accounts

The Partnership prepares its Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom. The Code of Practice is based on International Financial Reporting Standards (IFRS).

2. Statutory Background

The South East of Scotland Transport Partnership (SESTRAN) was established under the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005. The Partnership came into force on 1st December 2005. Under Section 3 of the Transport (Scotland) Act 2005, the net expenses of SESTRAN, after allowing for government grant and any other income, are met by its constituent councils.

In accordance with Section 122 of the Transport (Scotland) Act 2019, which allows Regional Transport Partnerships to carry forward reserves, the Partnership established a General Fund reserve. This provision in the Transport (Scotland) Act 2019 came into effect on 19 March 2020.

3. Corporate Strategy

The following is an introductory extract from the Transport (Scotland) Act 2005, which established the Partnership; one of seven Scottish Regional Transport Partnerships (RTPs):

“An Act of the Scottish Parliament to provide for the setting up and functions of the new transport bodies and to enable the Scottish Ministers to discharge certain transport functions; to provide further for the control and co-ordination of road works and for the enforcement of the duties placed on those who carry them out; to set up national concessionary fares schemes; and to make other, miscellaneous modifications of the law relating to transport.”

The Partnership aims to develop a sustainable transportation system for South East Scotland that will enable business to function effectively, and provide everyone living in the region with improved access to healthcare, education, public services and employment opportunities. These aims are embodied in the Regional Transport Strategy: SEStran 2035.

The constituent councils of the Partnership are the City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

SEStran’s Vision Statement is as follows:

“A regional transport system that provides all citizens of South East Scotland with a genuine choice of transport which fulfils their needs and provides travel opportunities for work and leisure on a sustainable basis.”

4. Risks and Uncertainties

The principal risks and uncertainties faced by the Partnership fall into three categories.

Firstly, there is the funding uncertainty faced by all local authorities and RTPs. The Partnership has a range of statutory duties to enact. While every attempt is made to do this within the budget provided, budget reductions may make this less achievable resulting in a reduction in the quality of service provided.

Scottish Government funding has remained at the same level for over a decade, while Council requisitions have reduced over the same period. European Union funding has ceased entirely (primarily due to the exit of the UK from the EU). Combined, these factors result in a significant real-term impact on expenditure levels which, in turn, could impact the ambition of the Partnership to deliver the RTS. In addition, other sources of funding are not guaranteed and many require annual ‘bids’ to secure funding. The uncertain nature of this funding means that it is difficult to adopt a long term planning horizon, which could also impact project delivery.

The second category relates to changes in legislation leading to changes in the services to be delivered. This can create pressures from both a financial and organisational perspective.

The third group of risks are around inadequate governance and failure to follow the required process. This can take the form of financial loss or penalty and are mitigated by regular reviews and audit processes (internal and external). Examples of this type of risk include the potential failure to adequately document all steps taken when securing funding or procuring a service. It is essential that the Partnership has a robust audit trail in case evidence of compliance with statutory or procurement requirements is required.

5. Results for the Year

The Partnership is required to present its financial performance as a Comprehensive Income and Expenditure Statement. This can be seen on page 13.

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary *(continued)*

5. Results for the Year *(continued)*

To show the net position of the Partnership and to allow comparison with the approved revenue budget, it is necessary to adjust the expenditure shown in the Comprehensive Income and Expenditure Statement to take account of a number of items where the statutory accounting requirements differ from the management accounting practice of the Partnership. These adjustments are detailed in Note 6.

The net revenue budget of the Partnership in 2022/23 was £0.972m, funded by Government Grant and Council Contributions. A comparison of the outturn position with the revenue budget and earmarked reserves brought forward (£131,000) is presented in the table below. Key aspects of financial performance in 2022/23 are:

- Overall the Partnership had an underspend of £18,000 on the core revenue budget and £159,000 on the projects budget. This is shown in the table below.
- 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 Partnership incurred core service expenditure of £0.601m which was £18,000 below budget. The favourable variance arose from increased staff recharges to EU projects.
- The Partnership incurred expenditure of £1.474m on revenue projects and received external grants and contributions of £1.149m. Net expenditure was £159,000 under budget, after inclusion of the earmarked reserve brought forward. The main favourable variances on the Projects revenue budget arose on the Sustainable Travel budget (£41,000), Regional Transport Strategy expenditure (£74,000), EU projects (£15,000) and the Real-Time Passenger Information (RTPI) project, where net expenditure was £23,000 below budget.

	Revised Budget £'000	Earmarked Reserves from 21/22 £'000	Total Available Funding £'000	Outturn £'000	Variance from Total Funding £'000
Core Service	619	0	619	601	(18)
Revenue Projects - Expenditure	959	131	1,090	1,474	(159)
Revenue Projects - Income	(606)	0	(606)	(1,149)	
Total Expenditure 2022/23	972	131	1,103	926	(177)
Government Grant	(782)	0	(782)	(782)	0
Constituent Council Requisitions	(190)	0	(190)	(190)	0
Total Government Grant and Council Contributions 2022/23	(972)	0	(972)	(972)	0

In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy and established an unallocated reserve of £31,000. Slippage on project delivery from 2022/23 to 2023/24 will be managed by establishment of an earmarked balance, in accordance with the Partnership's Reserves Policy.

Non Financial Results

During 2022/23, membership of the Partnership Board underwent significant change following local authority elections and the recruitment of a number of new non-Councillor Board members. A significant amount of training was delivered to the new Board members.

The outgoing Partnership Director, Jim Grieve, retired in December 2022 and was replaced by Brian Butler in January 2023.

The Board approved an Equalities Outcomes 2021-2025 and Mainstreaming Report in March 2023.

The Regional Transport Strategy (RTS) was approved by the Minister for Transport in March 2023. The RTS sets the strategic framework for transport plans and decisions within the SEStran region up to 2035. The RTS was developed through consultancy support, with partner and stakeholder input sought at key stages, analysis of evidence of transport problems and opportunities and detailed option appraisal. Relevant Statutory Assessments for the new RTS were concluded in 2021/22 and all consultations were completed in 2022/23.

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary (*continued*)

5. Results for the Year (*continued*)

The Partnership was successful in attracting funding for delivery of region-specific strategies, projects and services, which were of benefit to transport users and partners across the region and remained actively involved in a wide range of regional and national strategic activities, and progressed initiatives in response to Covid-19.

- Further funding from Transport Scotland supported continued development of the Strategic Active Travel Network. Building on previous years, routes in West Lothian, Falkirk and Scottish Borders underwent topographical and utility surveying. Additional work reviewed a sample of the multi-criteria assessment of routes for future prioritisation;
- The Partnership with Sustrans Scotland supported the Bio Quarter Active Travel corridor project with final junction and lighting design aspects ready for a bid to construct;
- The GO e-Bike programme extended support to several community organisations through the procurement of e-bikes, cargo-bikes, adapted bikes and storage solutions to further promote the varied uses of e-bikes throughout the region. This support will allow more access to bikes and reduce the need for combustion vehicles for the delivery of goods and services;
- The Partnership progressed development work of the Thistle Assistance Journey Planner project. The bulk of the work and design was completed, with public testing due to start in early 2023/24;
- Work on the SEStran Freight Study continued with initial options completed and presented for review by Transport Scotland in September 2022;
- The Partnership, working with the Newburgh Train Station Group and Fife Council, completed the final stage of the transport appraisal and submitted this for review to Transport Scotland. Comments were received in February 2023 from Transport Scotland, which the project team will work through in the upcoming year;
- The upgrade of the Real Time Passenger Information (RTPI) system succeeded in becoming fully operational in November 2021. The Partnership continued to work with Local Authorities and Bus Operators to improve the quality of real time data and also expand the screen network with the purchase of new screen infrastructure via the regional procurement framework;
- Through the PriMaaS project and the development of a Regional Mobility as a Service (MaaS) Action Plan and with support from funding from the MaaS Investment Fund, the Partnership developed 'GOSEStran' - a MaaS platform and a Demand Responsive Transport (DRT) focussed pilot. After a successful trial in East Lothian and a further bid for funding from Paths for All, the project will be expanded in 2023/24;
- Through the BLING project, the Partnership began exploring the potential to test the project's Blockchain Readiness Awareness Tool with commercial operators DHL and ZEDIFY logistics. A project extension of funding and time to June 2023, was agreed with the project's lead partner;
- Through the Surflogh project, the Partnership completed a study to determine the feasibility of a logistics hub/consolidation centre at Perth. The study developed a logistics framework for Perth West to explore and demonstrate how efficient cargo distributions in urban areas can be achieved, utilising key learnings from the SURLOGH programme;
- The Partnership has been working on improvements to bus infrastructure in the region via the Bus Partnership Fund (BPF). This is a £500m Transport Scotland capital fund for the delivery of infrastructure to tackle the impacts of congestion on bus priority and reliability. 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. SEStran has been working with partners and providing project management services to Midlothian and Forth Valley Bus Alliance appraisal work to assess options for further investment along key bus routes in the region;
- The Partnership has continued to pursue activities towards its five equalities outcomes, which will guide the Partnership up to 2025.

On a less positive note, the supplier of eBikes to SEStran, Bewegen, announced that they were seeking bankruptcy protection in January 2023 and then, in March, they announced that they would close all UK operations in April. As well as leaving users without a service in East Lothian, Midlothian and the Forth Valley, this announcement presents the following risk to SEStran:

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary (*continued*)

5. Results for the Year (*continued*)

- The funding agreement through which the service was procured, the Low Carbon Travel and Transport fund, requires that procured schemes are still in operation 5 years after the funds are drawn down. In this case, the funds were drawn down in 2021, so the scheme has to run until 2026 or the funder could require repayment of part or all of the grant.
- An EU audit requested evidence that a robust and legally compliant procurement process had been followed. Despite this being the case, SEStran has not retained detailed records of every stage of the process. There is a risk that this too could result in a requirement to repay some or all of the grant funding. A contingent liability has consequently been included in the Accounts.

6. Future Developments

In 2023/24, the Partnership will focus on working with partners to implement the new RTS. The key stages will be:

- Developing and publishing a Strategic Environmental Assessment, which considers environmental effects as part of the preparation and implementation of plans and strategies. It also enables the monitoring of significant effects, and the review of plans and strategies;
- Sending the RTS to all stakeholders and publicise it as widely as possible;
- Progressing existing and initiating new projects on
 - Public transport including:
 - A number of initiatives to increase patronage of bus services and identify and work with partners to improve services to transport-poor areas
 - Further rollout and replacement of real time passenger information screens for buses
 - Thistle Assistance Programme and VoyagAR, which improve accessibility of bus services
 - Mobility as a Service including further development of the GoSEStran app and work with partners to expand the scheme throughout Scotland
 - Demand Responsive Transport
 - Active travel including:
 - E-bikes
 - Regional Active Travel Development Fund
 - Cycle Training and Development
 - Freight and logistics projects including the Forth Freight Study.
- Finalising the RTS delivery plan (Programmed Investment Plan) and graphical maps to view the current situation and future plans across the region to identify priority areas for action.
- Working with stakeholders to agree how SEStran can best support this work. This will include:
 - Examining the services provided by SEStran to support financially challenged partners. This may include the potential creation of a pooled resource or shared services and, in conjunction with other RTPs, a centre of excellence;
 - Examining whether SEStran currently has the powers required to provide the optimal level of assistance, and whether existing legislation offers the opportunity to take a more proactive role;
 - Working with partners across Scotland to re-energise the review of regional transport governance;
 - Monitoring and reporting on delivery of the RTS, including the 20% reduction in car kilometres.

The Partnership, alongside other RTPs in Scotland, will continue to work closely with Transport Scotland and partner councils to continually re-evaluate and respond to the new context for transport as it evolves.

It is considered appropriate to adopt a going concern basis for the preparation of the Annual Accounts.

Chair of Partnership Board: COLIN DAVIDSON _____ Date signed:

Partnership Director: BRIAN BUTLER _____ Date signed:

Treasurer: HUGH DUNN, CPFA _____ Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

STATEMENT OF RESPONSIBILITIES FOR THE ANNUAL ACCOUNTS

The Partnership's Responsibilities

The Partnership is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer has the responsibility for the administration of those affairs. In this Partnership, that officer is the Treasurer;
- to manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets;
- to ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014) and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);
- to approve the Annual Accounts.

I confirm that these annual accounts were approved for signature by the South East of Scotland Transport Partnership at its Board meeting on 22nd September 2023.

Chair of Partnership

Board:

COLIN DAVIDSON

_____ Date signed:

The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Partnership's Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA / LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with legislation;
- complied with the Local Authority Accounting Code (in so far as it is compatible with legislation).

The Treasurer has also:

- kept adequate accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the Annual Accounts give a true and fair view of the financial position of the Partnership at the reporting date and the transactions of the Partnership for the year ended 31st March 2023.

Treasurer:

HUGH DUNN, CPFA

_____ Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2022/23

1. Scope of Responsibility

The South East of Scotland Transport Partnership aims to lead the development of a transportation system for South East Scotland, enabling business to function effectively and provide everyone living in the region with improved access to healthcare, education, public services and employment opportunities.

The Partnership is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards, that public money is safeguarded and properly accounted for and used economically, efficiently, effectively and ethically. The Partnership also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these overall responsibilities Elected Members and Senior Officers are responsible for implementing proper arrangements for the governance of the Partnership's affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

The Partnership has approved and adopted a Local Code of Corporate Governance which is consistent with appropriate corporate governance principles and reflects the requirements of the "Delivering Good Governance in Local Government: Framework (2016)".

This Statement explains how the Partnership delivers good governance and reviews the effectiveness of these arrangements. It also includes a statement on internal financial control in accordance with proper practice.

The Partnership's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2016).

2. The Partnership's Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the Partnership is directed and controlled, and its activities through which it accounts to, engages with and influences the community. It enables the Partnership to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The framework reflects the arrangements in place to meet the six supporting principles of effective corporate governance:

- Focusing on the purpose of the Partnership and on outcomes for the community, and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the Partnership and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective;
- Engaging with local people and other stakeholders to ensure robust public accountability.

A significant part of the governance framework is the system of internal control which is based on an ongoing process designed to identify and manage the risks to the achievement of the Partnership's policies, aims and objectives. These are defined in the Partnership's Business Plan, which is updated annually. This enables the Partnership to manage its key risks efficiently, effectively, economically and ethically.

The Partnership aims for compliance with Public Sector Equality Duties, including Scottish Specific Duties.

Within the overall control arrangements the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. It is based on a framework of regular management information, financial regulations, administrative procedures and management supervision.

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2022/23 *(continued)*

2. The Partnership's Governance Framework *(continued)*

While the system of internal control is designed to manage risk at a reasonable level it cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable, and not absolute, assurance of effectiveness.

3. Determining the Partnership's purpose, its vision for the local area and intended outcomes for the Community

The Partnership aims to lead the development of a transportation system for South East Scotland, enabling business to function effectively and provide everyone living in the region with improved access to healthcare, education, public services and employment opportunities. The vision for achieving this is outlined in the Regional Transport Strategy.

The Business Plan defines how to implement the aims of this strategy and the Annual Report provides a report of performance against objectives, targets and performance indicators as outlined in the Regional Transport Strategy.

4. Review of Effectiveness

The Partnership has put in place arrangements, detailed in the Local Code, for monitoring each element of the framework and providing evidence of compliance. A Principal Officer within the Partnership has been nominated to review the effectiveness of the Local Code.

The review of the effectiveness of its governance framework, including the system of internal financial control is informed by:

- the work of Internal Audit on the adequacy and effectiveness of the Partnership's control environment, governance and risk management frameworks;
- the Partnership Director's Certificate of Assurance on internal control;
- the operation and monitoring of controls by Partnership managers;
- the External Auditors in their Annual Audit Letter and other reports; and
- other inspection agencies comments and reports.

Through the year Elected Members and Officers have responsibility for the development and maintenance of the governance environment. These review mechanisms include:

- **The Partnership Board**, which provides strategic leadership, determines policy aims and objectives and takes executive decisions not delegated to officers. It provides political accountability for the Partnership's performance;
- **The Performance and Audit Committee**, which demonstrates the Partnership's commitment to the principles of good governance, undertaking the core functions of an audit committee as identified in Audit Committees: Practice Guidance for Local Authorities and Policy (CIPFA);
- **The Internal Audit Service** of the City of Edinburgh Council provides an independent and objective assurance service to the Partnership, by completing one review in each financial year that is focused on the adequacy and effectiveness of controls established to manage a key risk of the Partnership. The Partnership seeks to ensure that Internal Audit arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit.
- **The External Auditor's Annual Audit Report** is considered by the Partnership Board and the Performance and Audit Committee, along with the output from other external audits and inspections;
- **The risk management system** requires that risks are regularly reviewed by the Performance and Audit Committee and Board. This ensures that actions are taken to effectively manage the Partnership's highest risks;

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2022/23 (continued)

4. Review of Effectiveness (continued)

- **The Partnership Secretary** is responsible to the Partnership for ensuring that agreed procedures are followed. The Partnership has a contractual arrangement with an external Legal Services provider to ensure all applicable statutes and regulations are complied with.
- The Partnership operates Anti-Bribery, Anti-Fraud and Corruption policies in accordance with the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption.
- **CIPFA Financial Management Code**
A requirement of the Annual Governance Statement is to disclose compliance with the CIPFA Financial Management (FM) Code and identify any outstanding areas for improvement or change. The Code is designed to support good practice and assist local government organisations in demonstrating their financial sustainability and resilience, by setting out expected standards of financial management.
The Partnership has undertaken an evaluation of compliance with the Financial Management Code
The Partnership's financial management arrangements are assessed as being compliant with the FM Code.

5. Internal Audit Opinion

During the year, the City of Edinburgh Council Internal Audit Service undertook one review to assess the adequacy of design and operating effectiveness of the key controls supporting the effective implementation of the Thistle Assistance programme. The review also followed up on the implementation of management actions raised in the previously completed internal audit review of 'Active Travel Network Development'. The overall assessment of the review was 'some improvement required' (amber) and confirmed that while some control weaknesses have been identified in the governance, risk and control frameworks supporting the Thistle Assistance programme, they provide reasonable assurance that risks are being managed and programme objectives should be achieved.

6. Coronavirus Pandemic

During the Covid 19 pandemic, meetings of the Partnership were held online. The Partnership continues to make use of online engagement for meetings, business and events, in addition to face to face meetings.

7. Partnership Board Membership

Seventeen new councillors were appointed to the Partnership by the Partnership's constituent councils, following the Local Government Election of May 2022. Three councillors returned to the Partnership. A new Partnership Chairperson and two new Deputy Chairpersons were appointed.

8. Certification

In compliance with accounting practice, the Treasurer has provided the Partnership Director with a statement on the adequacy and effectiveness of the Partnership's internal financial control system for the year ended 31st March 2023. It is the Treasurer's opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Partnership's internal control system.

9. From this year's review, there is reasonable assurance that the Local Code of Corporate Governance is operating adequately, with overall compliance by the Partnership with its corporate governance arrangements.

10. The Partnership's governance arrangements and systems are confirmed as being operational and current at the date of signing of this Annual Governance Statement.

Chair of Partnership

Board: COLIN DAVIDSON _____ Date signed:

Partnership Director:

BRIAN BUTLER _____ Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

REMUNERATION REPORT

1. Audit of Remuneration Report

The tables at sections 5, 6, 7 and 8 on pages 10 and 11 in the Remuneration Report have been audited by the Partnership's external auditor. The other sections in the Remuneration Report have been reviewed by the external auditor to identify material inconsistencies with the financial statements, or is inconsistent with knowledge obtained in the course of the audit, or otherwise appears to be materially misstated.

2. Remuneration Policy for Senior Employees

The Partnership Board determines remuneration for senior employees with reference to the level of responsibility of the post. The Partnership does not operate a Remuneration Committee. Annual inflationary increases are based on those agreed by the Scottish Joint Negotiating Committee (SJNC) for Local Authority services.

3. Remuneration for Senior Councillors

The Partnership does not provide any remuneration to senior councillors. Expenses paid to Board members are detailed in note 19 to the annual accounts.

4. Management of Remuneration Arrangements

The remuneration of the Partnership's employees is administered by the City of Edinburgh Council, as part of a service level agreement with the Partnership.

5. Officers Remuneration

The numbers of employees whose remuneration during the year exceeded £50,000 were as follows:

Remuneration Bands	2022/23	2021/22
£60,000 - £64,999	1	1
£65,000 - £69,999	1	0
£85,000 - £89,999	0	1

6. Senior Employees Remuneration

The remuneration paid to the Partnership's senior employees is as follows:

Name and Post Title	Salary, Fees and Allowances £	Total Remuneration 2022/23 £	Total Remuneration 2021/22 £
Jim Grieve - Partnership Director (to 31 December 2022) (full-year equivalent £88,322)	68,758	68,758	85,512
Brian Butler - Partnership Director (from 12 December 2022) (full-year equivalent £86,457)	26,262	26,262	0
	95,020	95,020	85,512

The senior employees detailed above have/ had responsibility for management of the Partnership to the extent that they have power to direct or control the major activities of the Partnership (including activities involving the expenditure of money), during the year to which the Remuneration Report relates, whether solely or collectively with other persons.

7. Senior Employees Pension Entitlement

The pension entitlement of the Partnership's senior employee(s) is as follows:

Name and Post Title	In-year pension contributions			Accrued pension benefits	
	2022/23 £	2021/22 £		As at 31 March 2023 £'000	Difference from 31 March 2022 £'000
Jim Grieve - Partnership Director (to 31/12/22)	15,549	28,305	Pension	5	3
			Lump Sum	0	0
Brian Butler - Partnership Director (from 12/12/22)	5,962	0	Pension	0	0
			Lump Sum	0	0
	21,511	28,305			

The South East of Scotland Transport Partnership (SESTRAN)

REMUNERATION REPORT (continued)

7. Pension Entitlement

Pension benefits for the Partnership's employees are provided through the Local Government Pension Scheme (LGPS).

For the Partnership's employees, the Local Government Pension Scheme (LGPS) became a career average pay scheme on 1 April 2015. Benefits built up to 31 March 2015 are protected and based on final salary. Accrued benefits from 1 April 2015 will be based on career average salary.

The scheme's normal retirement age for employees is linked to the state pension age (but with a minimum of age 65).

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contributions rates were set at 6% for all non-manual employees.

The tiers and members contributions rates for 2022-23 were as follows:

Whole Time Pay	Contribution rate
On earnings up to and including £23,000 (2021/2022 £22,300)	5.50%
On earnings above £23,000 and up to £28,100 (2021/2022 £22,300 to £27,300)	7.25%
On earnings above £28,100 and up to £38,600 (2021/2022 £27,300 to £37,400)	8.50%
On earnings above £38,600 and up to £51,400 (2021/2022 £37,400 to £49,900)	9.50%
On earnings above £51,400 (2021/2022 £49,900)	12.00%

From April 2015, when allocating contribution rates to members, pensionable pay means the actual pensionable pay, regardless of hours worked.

There is no automatic entitlement to a lump sum for members who joined the scheme post April 2009. Members may opt to give up (commute) pension for lump sum or bigger lump sum up to the limit set by the Finance Act 2004.

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation - assuming that the person left the related employment or service as at 31st March in the year to which the value relates.

8. Exit Packages

Exit packages include compulsory and voluntary redundancy costs, pension contributions in respect of added years, ex-gratia payments and other departure costs.

Exit Package Cost Band	Number of Compulsory Redundancies		Number of Other Agreed Departures		Total Number of Exit Packages by Cost Band		Total Cost of Exit Packages in Each Band	
							£'000	£'000
All Cost Bands	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0

9. Trade Union (Facility Time Publication Requirements) Regulations 2017

The Partnership is required to report information on facility time made available to employees who are trade union representatives. For 2022/23, no individual spent time during the year on trade union-related activities.

Chair of Partnership

Board: COLIN DAVIDSON

_____ Date signed :

Partnership Director:

BRIAN BUTLER

_____ Date signed :

The South East of Scotland Transport Partnership (SESTRAN)

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on different reserves held by the Partnership, analysed into "Usable Reserves" (that is, those that can be applied to fund expenditure) and "Unusable Reserves". The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Partnership's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Partnership.

2021/22 - Previous Year Comparative

	Usable Reserves		Unusable Reserves	Total Partnership Reserves
	General Fund Balance	Total Usable Reserves		
	£'000	£'000	£'000	£'000
Opening Balances at 1 April 2021	134	134	(747)	(613)
Movement in reserves during 2021/22				
Surplus or (Deficit) on Provision of Services	(155)	(155)	0	(155)
Other Comprehensive Expenditure and Income	0	0	509	509
Total Comprehensive Expenditure and Income	(155)	(155)	509	354
Adjustments between accounting basis & funding basis under regulations (Note 7)	183	183	(183)	0
Increase/Decrease in 2021/22	28	28	326	354
Balance at 31 March 2022 carried forward	162	162	(421)	(259)

2022/23 - Current Financial Year

	Usable Reserves		Unusable Reserves	Total Partnership Reserves
	General Fund Balance	Total Usable Reserves		
	£'000	£'000	£'000	£'000
Opening Balances at 1 April 2022	162	162	(421)	(259)
Movement in reserves during 2022/23				
Surplus or (Deficit) on Provision of Services	34	34	0	34
Other Comprehensive Expenditure and Income	0	0	653	653
Total Comprehensive Expenditure and Income	34	34	653	687
Adjustments between accounting basis & funding basis under regulations (Note 7)	12	12	(12)	0
Increase/Decrease in 2022/23	46	46	641	687
Balance at 31 March 2023 carried forward	208	208	220	428

The South East of Scotland Transport Partnership (SESTRAN)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT 2022/23

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded by government grant, council requisitions and other income.

2021/22			2022/23			
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000		Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
			Services			
750	0	750	Core	711	(1)	710
1,335	(979)	356	Projects	1,356	(1,147)	209
2,085	(979)	1,106	Cost Of Services	2,067	(1,148)	919
71	(50)	21	Financing & Investment Income (Note 9)	96	(77)	19
0	(972)	(972)	Taxation and Non-Specific Grant Income (Note 10)	0	(972)	(972)
2,156	(2,001)	155	(Surplus) or Deficit on Provision of Services	2,163	(2,197)	(34)
			Other Comprehensive Income and Expenditure			
0	(18)	(18)	Change in Demographic Assumptions	0	(23)	(23)
0	(277)	(277)	Change in Financial Assumptions	0	(1,519)	(1,519)
0	0	0	Restriction in Pension Asset	0	647	647
8	0	8	Other Experience	228	0	228
0	(222)	(222)	Return on Assets excluding amounts included in net interest	14	0	14
8	(517)	(509)	Total Other Comprehensive Income and Expenditure	242	(895)	(653)
2,164	(2,518)	(354)	Total Comprehensive Income and Expenditure	2,405	(3,092)	(687)

The South East of Scotland Transport Partnership (SESTRAN)

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Partnership. The net assets of the Partnership (assets less liabilities) are matched by the reserves held by the Partnership. Reserves are reported in two categories. The first category of reserves are usable reserves, that is, those reserves that the Partnership may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves are those that the Partnership is not able to use to provide services. This category of reserves include reserves that hold unrealised gains and losses (for example, the Capital Adjustment Account Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

31 March 2022 £'000		Note	31 March 2023 £'000
173	Property, plant and equipment	11	231
0	Other long-term assets (Pensions)	24	0
173	Long term assets		231
840	Short-term debtors	13	1,145
0	Provision for Bad Debts	14	0
95	Cash and cash equivalents	15	227
935	Current assets		1,372
(40)	Contributions and Grants Received in Advance		(15)
(747)	Short-term creditors	16	(1,160)
(787)	Current liabilities		(1,175)
(580)	Other long-term liabilities (Pensions)	24	0
(580)	Long-term liabilities		0
(259)	Net assets/ (liabilities)		428
	Financed by:		
161	Usable reserves	17	208
(420)	Unusable reserves	18	220
(259)	Total reserves		428

The unaudited Annual Accounts were issued on the 9th June 2023.

The audited financial statements were authorised for issue on 22nd September 2023

Treasurer: HUGH DUNN, CPFA

Date signed: _____

The South East of Scotland Transport Partnership (SESTRAN)

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Partnership during the reporting period. The statement shows how the Partnership generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flow arising from operating activities is a key indicator of the extent to which the operations of the Partnership are funded by way of government grant income, council requisitions and other receipts and contributions for services provided by the Partnership. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Partnership's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (that is, borrowing) to the Partnership.

31 March 2022 £'000	31 March 2022 £'000		31 March 2023 £'000	31 March 2023 £'000
		OPERATING ACTIVITIES		
(782)		Government Grants	(782)	
(190)		Constituent Council Requisitions	(190)	
0		Interest paid/ (received)	0	
(807)		Other receipts from operating activities	(971)	
	(1,779)	Cash inflows generated from operating activities		(1,943)
562		Cash paid to and on behalf of employees	494	
1,478		Cash paid to suppliers of goods and services	1,317	
	2,040	Cash outflows generated from operating activities		1,811
	261	Net cash flows from operating activities		(132)
		INVESTING ACTIVITIES		
10		Purchase of property, plant and equipment	0	
(46)		Proceeds from the sale of property, plant and equipment	0	
	(36)	Net cash flows from investing activities		0
		FINANCING ACTIVITIES		
0		Other receipts from financing activities	0	
	0	Net cash flows from financing activities		0
	225	Net(increase)/ decrease in cash and cash equivalents		(132)
	320	Cash and cash equivalents at the beginning of the reporting period		95
	95	Cash and cash equivalents at the end of the reporting period (Note 15)		227

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES

1.1 Accounting Policies

The Annual Accounts have been prepared in accordance with the International Financial Reporting Standards (IFRS) based Code of Practice in the United Kingdom (the Code). This is to ensure that the Annual Accounts "present a true and fair view" of the financial position and transactions of the Partnership.

The Annual Accounts have been prepared on an historic cost basis, modified by the valuation of pension assets and liabilities and property, plant and equipment, where appropriate.

1.2 Revenue Expenditure

Revenue expenditure is that which does not yield benefit beyond the year of account. In broad terms the revenue expenditure of the Partnership can be divided into two categories:

- employees;
- day-to-day operating expenses, includes costs incurred in respect of office accommodation transport, ICT, and project expenditure.

1.3 Revenue Income

Revenue income is that which does not yield benefit beyond the year of account. In broad terms the revenue income of the Partnership can be divided into the following categories:

- Council requisitions, which fund day to day expenditure;
- European Union, Scottish Government and other grant income awarded to fund specific projects;
- other income recoveries to fund specific projects.

1.4 Accruals of Expenditure and Income

The revenue account has been prepared on an accruals basis in accordance with the Code of Practice. Amounts estimated to be due to or from the Partnership, which are still outstanding at the year end, are included in the accounts. Government Grants have been accounted for on an accruals basis.

1.5 Operating Leases

a) *Leased-in assets*

Rental payments under operating leases are charged to the Comprehensive Income and Expenditure Statement on a straight line basis over the life of the lease.

b) *Leased-out assets*

The Partnership has not identified any leased-out assets that fall under the definition of operating leases.

1.6 Overheads

The cost of service in the Comprehensive Income and Expenditure Statement includes the Partnership's overheads.

1.7 Charges to the Comprehensive Income and Expenditure Statement for use of non-current assets

Charges are made to the Comprehensive Income and Expenditure Statement for the use of non-current assets, through depreciation charges. The aggregate charge to individual services is determined on the basis of the assets used in each service.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES *(continued)*

1.8 Employee Benefits

Pensions

The Partnership is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by Lothian Pension Fund. The LGPS is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998, as amended.

The Annual Accounts have been prepared including pension costs, as determined under International Accounting Standard 19 – Employee Benefits (IAS 19). The cost of service in the Comprehensive Income and Expenditure Statement includes expenditure equivalent to the amount of retirement benefits the Partnership has committed to during the year. Pensions interest cost and the expected return on pension assets have been included in the “Surplus or Deficit on the Provision of Services” within the Comprehensive Income and Expenditure Statement.

The pension costs charged to the Comprehensive Income and Expenditure Statement in respect of employees are not equal to contributions paid to the funded scheme for employees. The amount by which pension costs under IAS19 are different from the contributions due under the pension scheme regulations are disclosed in the Movement in Reserves Statement for the General Fund.

Pension assets have been valued at bid value (purchase price), as required under IAS19.

Under pension regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

Accruals of Holiday Leave

Cost of service includes a charge for annual leave to which employees are entitled, but have not taken as at the Balance Sheet date. The Partnership is not required to raise requisitions on constituent councils to cover the cost of accrued annual leave. These costs are therefore replaced by revenue provision in the Movement in Reserves Statement for the General Fund balance by way of an adjusting transaction with the Accumulated Absence Account.

1.9 Non Current Assets

Property, Plant and Equipment

Property, Plant and Equipment is categorised into the following classes:

- Vehicles, plant and equipment;
- Assets under construction;

Recognition:

- Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment has been capitalised on an accruals basis;

Depreciation:

- Depreciation is provided on all Property, Plant and Equipment;
- The Partnership provides depreciation on its Property, Plant and Equipment from the month when it comes into use. Thereafter depreciation is provided on a straight line basis over the expected life of the asset. No depreciation is provided on Assets Under Construction.

Measurement:

Property, Plant and Equipment are included in the Balance Sheet at the lower of net current replacement cost or net realisable value in existing use, net of depreciation.

1.10 Government Grants and Other Contributions

• Revenue

Revenue grants and other contributions have been included in the financial statements on an accruals basis.

Where such funds remain unapplied at the Balance Sheet date, but approval has been given to carry these funds forward to the next financial year, the funds have been accrued.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES (*continued*)

1.1 Government Grants and Other Contributions (*continued*)

• Capital

Capital grants and contributions are recognised in the Comprehensive Income and Expenditure Statement, except to the extent there are conditions attached to them that have not been met.

Where there are no conditions attached to capital grants and contributions, these funds are a reconciling item in the Movement in Reserves Statement by way of an adjusting transaction with the capital adjustment account where expenditure has been incurred and the unapplied capital grants account, where expenditure has not been incurred.

Where there are outstanding conditions attached to capital grants and contributions that have not been met by the Balance Sheet date, the grant or the contribution will be recognised as part of capital grants in advance. Once the condition has been met, the grant or contribution will be transferred from capital grants received in advance and recognised as income in the Comprehensive Income and Expenditure Statement.

1.11 Provisions

Provisions are made for liabilities of uncertain timing or amount that have been incurred.

The value of provisions is based upon the Partnership's obligations arising from past events, the probability that a transfer of economic benefit will take place, and a reasonable estimate of the obligation.

1.12 Reserves

Reserves held on the Balance Sheet are classified as either usable or unusable. Unusable reserves cannot be applied to fund expenditure. The Transport Scotland (2019) Act permits the Partnership to operate a usable reserve. In March 2020 a Reserves Policy was approved, permitting the Partnership to hold a general reserve with a minimum value of 5% of annual Core budget. Balances held in excess of 5% require to be reviewed annually in-line with risk/identified commitments. The Partnership also operates a General Fund reserve to manage slippage on approved Project budget delivery.

The Partnership operates the following unusable reserves:

a) *Pension Reserve*

The Partnership operates a Pensions Reserve Fund under the terms of the Local Government Pension Reserve Fund (Scotland) Regulations 2003. The Pension Reserve represents the net monies which the Partnership requires to meet its net pension liability, or is the value of the net pension asset, as calculated under IAS 19, Employee Benefits;

b) *Capital Adjustment Account*

The Capital Adjustment Account represents movement in the funding of assets arising either from capital resources such as capital receipts, or capital funded directly from revenue contributions;

c) *Accumulated Absences Account*

This represents the net monies which the Partnership requires to meet its short-term compensated absences for employees under IAS19.

1.13 Financial Instruments

Financial Assets

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

Surplus funds held on behalf of the Partnership are managed by the City of Edinburgh Council under a formal management agreement in a pooled investment arrangement.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES *(continued)*

1.14 Cash and Cash Equivalents

Cash and cash equivalents include:

- Credit and debit funds held in banks

1.15 Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Partnership a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Partnership.

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

1.16 Value Added Tax

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs.

1.17 Events After the Reporting Period

Events after the reporting period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Annual Accounts are authorised for issue.

Two types of events can be identified:

- i) those that provide evidence of conditions that existed at the end of the reporting period - the Annual Accounts are adjusted to reflect such events;
- ii) those that are indicative of conditions that arose after the reporting period - the Annual Accounts are not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Annual Accounts.

1.18 Short Term Debtors and Short Term Creditors

The revenue transactions of the Partnership are recorded on an accruals basis which means that amounts due to or from the Partnership, but still outstanding at the year end, are included in the accounts. Where there was insufficient information available to provide actual figures, estimates have been included.

1.19 Changes in Accounting Policies and Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Partnership's financial position or performance.

Changes in accounting estimates are accounted for prospectively; i.e. in the current and future years affected by the change.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

1.20 Going Concern

It is considered appropriate to adopt a going concern basis for the preparation of the Annual Accounts, given ongoing Regional Transport Partnership grant funding provided by Scottish Ministers under Section 70 of the Transport (Scotland) Act 2001 and constituent councils obligation to meet the net expenses of the Partnership under Section 3 of the Transport (Scotland) Act 2005.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

2. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT NOT YET ADOPTED

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted by the Code for the relevant financial year. The standards introduced by the 2023/24 Code where disclosures are required in the 2022/23 financial statements in accordance with the requirements of paragraph 3.3.4.3 of the Code are:

- IFRS 16 Leases (but only for those local authorities that have decided to voluntarily implement IFRS 16 in the 2023/24 year);
- Definition of Accounting Estimates (Amendments to IAS 8) issued in February 2021;
- Disclosure of Accounting Policies (Amendments to IAS 1 and IFRS Practice Statement 2) issued in February 2021;
- Deferred Tax related to Assets and Liabilities arising from a Single Transaction (Amendments to IAS 12) issued in May 2021.

CIPFA/LASAAC consider it is likely that, though they lead to improved reporting, the non-IFRS16 items above will not have a significant impact on the amounts anticipated to be reported in the financial statements.

3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Partnership has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements made in the Annual Accounts are:

- There is high degree of uncertainty about future levels of funding for local government. The Partnership has determined that this uncertainty is not yet sufficient to provide an indication that the Partnership's assets might be impaired as a result of a need to reduce service provision;
- Local Government Pension Scheme - Guaranteed minimum pension (GMP). The interim solution to avoid inequalities between men and women's benefits following the introduction of the Single State Pension in 2016 resulted in a recalculation of pension liabilities for the estimated impact of GMP indexation changes. The Partnership's actuary has allowed for the impact of full GMP indexation in the calculation of the latest funding valuation results. The funding valuation results are used as the starting point for the accounting roll-forward calculations and therefore an allowance for full GMP indexation is included in the accounting disclosure;
- GMP equalisation – historical transfers (Further Lloyd's ruling) - the Partnership's actuary has advised this further ruling is unlikely to have a significant impact on the pension obligations of a typical employer. The historic individual member data needed to assess the impact is not readily available. As a result, no allowance has been made for this within the actuary's calculations.
- Local Government Pension Scheme (LGPS) - McCloud and Sargeant cases. Where an allowance was made for the McCloud case in 2021/22, the actuary has made no further adjustment to the 2022/23 Result Schedule. No explicit additional adjustment for the McCloud case has been added to the current service cost for 2022/23 or the projected service cost for 2023/24.
- The Goodwin case judgement in respect of deemed discrimination in spousal transfer on death of a member, may also result in the potential increasing of the pension liabilities. The actuary has carried out analysis to understand the potential impact of implementing a solution to correct the past underpayment of spouses' benefits. The remedy is still uncertain but the potential impact has been estimated to be very small. The actuary does not believe it is necessary or appropriate to make an adjustment to account for this at the moment.
- The Walker and O'Brien court cases may impact on future LGPS benefits. The Partnership's actuary understands these are unlikely to be significant judgements in terms of impact on the pension obligations of a typical employer. As a result, and until further guidance is released from the relevant governing bodies in the LGPS, no allowance has been made for the potential remedies for these judgements.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Annual Accounts contains estimated figures that are based on assumptions made by the Partnership about the future or events that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Partnership's Balance Sheet at 31 March 2023 for which there is a significant risk of material adjustment in the forthcoming financial year are:

4.1 Pension Asset/Liabilities

Uncertainties

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Partnership with expert advice about the assumptions to be applied.

Effect if Actual Result Differs from Assumptions

Formal actuarial valuations are carried out every three years, where each employer's assets and liabilities are calculated on a detailed basis, using individual member data for cash contribution setting purposes. For LGPS Funds, asset investment returns have been greater than expected compared to last year's accounting date assumption. The net discount rate assumption has increased by more than the increase in the CPI assumption, which has resulted in a gain on the balance sheet position. Using more up-to-date longevity assumption has also led to a small gain on the obligations.

Under accounting guidance, employers are expected to disclose the sensitivity of the valuation to key assumptions. The following table shows the sensitivity of the results to the changes in the assumptions used to measure the scheme liabilities, including approximate percentage changes and monetary values:

	Approximate % increase to Defined Benefit Obligation	Approximate monetary amount (£000)
0.1% decrease in Real Discount Rate	2%	48
1 year increase in member life expectancy	4%	93
0.1% increase in the Salary Increase Rate	0%	1
0.1% increase in the Pension Increase Rate (CPI)	2%	47

5. EVENTS AFTER THE BALANCE SHEET DATE

The Unaudited Annual Accounts were authorised for issue on 9 June 2023. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provide information about conditions existing at 31st March 2023, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

There were no events which took place after 31st March 2023 which would materially affect the 2022/23 Annual Accounts.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

6. EXPENDITURE AND FUNDING ANALYSIS

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources by the Partnership in comparison with those resources consumed or earned by the Partnership in accordance with general accounting practice. It also shows how this expenditure is allocated for decision making purposes between service areas. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement (CIES) (see page 13).

Expenditure and Funding Analysis

	Net Expenditure Chargeable to the General Fund	Adjustments	Net Expenditure in the CIES
	£'000	£'000	£'000
2022/23			
Core	599	111	710
Projects	325	(116)	209
Net Cost of Services	924	(5)	919
Other Income and Expenditure			
Government grant	(782)	0	(782)
Constituent council requisitions	(190)	0	(190)
Interest paid/ (received)	2	0	2
Net pension interest cost	0	17	17
(Surplus) or deficit on the provision of services	(46)	12	(34)
	Net Expenditure Chargeable to the General Fund	Adjustments	Net Expenditure in the CIES
	£'000	£'000	£'000
2021/22			
Core	588	162	750
Projects	356	0	356
Net Cost of Services	944	162	1,106
Other Income and Expenditure			
Government grant	(782)	0	(782)
Constituent council requisitions	(190)	0	(190)
Interest Received	0	0	0
Net pension interest cost	0	21	21
(Surplus) or deficit on the provision of services	(28)	183	155

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

6. EXPENDITURE AND FUNDING ANALYSIS *(continued)*

Expenditure and Funding Analysis *(continued)*

6.1 Adjustments from the General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts:

	Adjusts. For Capital Purposes £'000	Net Change for Pensions Adjusts. £'000	Other Differences £'000	Total Statutory Adjusts. £'000
2022/23				
Core	58	56	(3)	111
Projects	(116)	0	0	(116)
Net Cost of Services	(58)	56	(3)	(5)
Other Income and Expenditure				
Interest paid/ (received)	0	0	0	0
Net pension interest cost	0	17	0	17
(Surplus) or deficit on the provision of services	(58)	73	(3)	12
	Adjusts. For Capital Purposes £'000	Net Change for Pensions Adjusts. £'000	Other Differences £'000	Total Statutory Adjusts. £'000
2021/22				
Core	84	78	0	162
Projects	0	0	0	0
Net Cost of Services	84	78	0	162
Other Income and Expenditure				
Net pension interest cost	0	21	0	21
(Surplus) or deficit on the provision of services	84	99	0	183

- Adjustments for capital purposes include the removal of depreciation and impairment costs, and the inclusion of capital funded from current revenue.
- Net changes for pensions adjustment relates to the adjustment made for the removal of IAS19 Employee Benefits pension related expenditure and income with the pension contributions.
- Other differences relate to the reversal of the value of entitlement to accrued leave and interest paid on revenue balances.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

6. EXPENDITURE AND FUNDING ANALYSIS *(continued)*

6.2 Segmental Analysis of Income included in Expenditure and Funding Analysis

	Core	Projects	Total
2022/23	£'000	£'000	£'000
Expenditure			
Employee expenses	389	0	389
Other service expenses	211	1,472	1,683
Total Expenditure	600	1,472	2,072
Income			
Government grants and other contributions	(1)	(1,147)	(1,148)
Total Income	(1)	(1,147)	(1,148)
Net Cost of Services	599	325	924
2021/22	Core	Projects	Total
	£'000	£'000	£'000
Expenditure			
Employee expenses	403	0	403
Other service expenses	185	1,335	1,520
Total Expenditure	588	1,335	1,923
Income			
Government grants and other contributions	0	(979)	(979)
Total Income	0	(979)	(979)
Net Cost of Services	588	356	944

6.3 Expenditure and Income Analysed by Nature

The Partnership's expenditure and income, as set out within the Comprehensive Income and Expenditure Statement is analysed as follows:

	31st March	31st March
	2023	2022
	£'000	£'000
Expenditure		
Employee expenses	442	481
Other service expenses	1,567	1,510
Depreciation, amortisation and impairment	58	94
Interest payments	96	71
Total Expenditure	2,163	2,156
Income		
Fees, charges and other service income	0	0
Interest and investment income	(77)	(50)
Income from constituent councils	(190)	(190)
Government grants and other contributions	(1,930)	(1,761)
Total Income	(2,197)	(2,001)
(Surplus) or Deficit on the Provision of Services	(34)	155

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Partnership in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Partnership to meet future capital and revenue expenditure.

2022/23	Usable Reserves	Unusable Reserves			
	General Fund Balance	Capital Adjustment Account	Accumulated Absence Account	Pension Reserve	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the <u>Capital Adjustment Account</u>					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	58	(58)			(58)
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Contributions credited to the CIES that have been applied to capital financing	(116)	116			116
Adjustments primarily involving the <u>Pensions Reserve</u>					
Reversal of items relating to retirement benefits debited or credited to the CIES	208			(208)	(208)
Employer's pension contributions and direct payments to pensioners payable in the year	(135)			135	135
Adjustments primarily involving the <u>Accumulated Absence Account</u>					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(3)		3		3
Total Adjustments	12	58	3	(73)	(12)

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

(continued)

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Partnership in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Partnership to meet future capital and revenue expenditure.

2021/22	Usable Reserves		Unusable Reserves		
	General Fund Balance	Capital Adjustment Account	Accumulated Absence Account	Pension Reserve	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	84	(84)			(84)
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Contributions credited to the CIES that have been applied to capital financing	0	0			0
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	228			(228)	(228)
Employer's pension contributions and direct payments to pensioners payable in the year	(129)			129	129
Adjustments primarily involving the Accumulated Absence Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	0		0		0
Total Adjustments	183	(84)	0	(99)	(183)

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

8. TRANSFERS TO/FROM EARMARKED RESERVES

In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy. An earmarked balance will be established to meet slippage on project delivery from 2022/23 to 2023/24.

9. FINANCING AND INVESTMENT INCOME

	2022/23 £'000	2021/22 £'000
Interest income on pension asset/liability	(77)	(50)
Interest Paid/ (Received)	2	0
Pensions interest cost	94	71
	<hr/> 19	<hr/> 21

10. TAXATION AND NON SPECIFIC GRANT INCOME

	2022/23 £'000	2021/22 £'000
Government Grant	(782)	(782)
Constituent Council Requisitions	(190)	(190)
	<hr/> (972)	<hr/> (972)

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

11. PROPERTY, PLANT AND EQUIPMENT

11.1 Movements on balances:

Movements in 2022/23	Vehicles Plant and Equipment £'000	Assets Under Construction £'000	Total Property Plant and Equipment £'000
At 1st April 2022	885	28	913
Additions	94	22	116
Transfers	14	(14)	0
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	0	0	0
At 31st March 2023	993	36	1,029
Accumulated Depreciation			
At 1st April 2022	(740)	0	(740)
Depreciation charge	(58)	0	(58)
Depreciation written out to the Surplus/Deficit on the Provision of Services	0	0	0
At 31st March 2023	(798)	0	(798)
Net Book Value			
At 31st March 2023	195	36	231

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

11. PROPERTY, PLANT AND EQUIPMENT (*continued*)

11.2 Movements on balances:

Comparative Movements in 2021/22

Cost or Valuation	Vehicles Plant and Equipment £'000	Assets Under Construction £'000	Total Property Plant and Equipment £'000
At 1st April 2021	787	137	924
Additions	10	0	10
Transfers	88	(88)	0
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	0	(21)	(21)
At 31st March 2022	<u>885</u>	<u>28</u>	<u>913</u>
Accumulated Depreciation			
At 1st April 2021	(667)	0	(667)
Depreciation charge	(73)	0	(73)
Depreciation written out to the Surplus/Deficit on the Provision of Services	0	0	0
At 31st March 2022	<u>(740)</u>	<u>0</u>	<u>(740)</u>
Net Book Value			
At 31st March 2022	<u>145</u>	<u>28</u>	<u>173</u>

11.3 Depreciation

The following useful lives have been used in the calculation of depreciation:

- Vehicles, plant and equipment: 4 - 5 years

The Partnership provides depreciation on its Property, Plant and Equipment from the month when it comes into use.

11.4 Capital Commitments

As at 31st March 2023, the Partnership had no capital commitments.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

12. FINANCIAL INSTRUMENTS

12.1 Financial Instruments - Classifications

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to government grants, do not give rise to financial instruments.

Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Partnership and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Partnership.

The Partnership's financial liabilities held during the year comprised:

- Trade payables for goods and services received.

Financial Assets

A financial asset is a right to future economic benefits controlled by the Partnership that is represented by cash, equity instruments or a contractual right to receive cash or other financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Partnership.

The Partnership's financial assets held during the year comprised:

- Cash in hand;
- Cash and cash equivalents (Loans and receivables). The Partnership maintains its funds as part of the City of Edinburgh Council's group of bank accounts. Any cash balance is effectively lent to the Council, but is offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Partnership. Interest is given on month end net indebtedness balances between the Council;
- Trade receivables for goods and services provided.

12.2 Financial Instruments - Balances

The financial liabilities disclosed in the Balance Sheet are analysed across the following categories

	Current	
	31st March 2023 £'000	31st March 2022 £'000
Trade creditors	1,167	718

The financial assets disclosed in the Balance Sheet are analysed across the following categories:

	Current	
	31st March 2023 £'000	31st March 2022 £'000
Loans and receivables	1,041	529
Trade debtors	107	287
	1,148	816

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

12. FINANCIAL INSTRUMENTS (continued)

12.3 Financial Instruments - Fair Values

The financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Since all of the Partnership's loans and receivables mature within the next 12 months, the carrying amount has been assumed to approximate to fair value. The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

Financial Liabilities	31 March 2023		31 March 2022	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Trade creditors	1,167	1,167	718	718

Financial Assets	31 March 2023		31 March 2022	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Loans and receivables	1,041	1,041	529	529
Trade debtors	107	107	287	287
	<u>1,148</u>	<u>1,148</u>	<u>816</u>	<u>816</u>

12.4 Income, Expenses, Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are made up as follows:

	31st March 2023	31st March 2022
	£'000	£'000
Total expense and income in Surplus or Deficit on the Provision of Services:		
Interest Expense/ (Income)	2	0

13. DEBTORS

	31st March 2023	31st March 2022
	£'000	£'000
Debtors:		
Central government bodies	603	315
Other local authorities	120	254
HM Customs and Excise - VAT	59	20
Other entities and individuals	363	251
	<u>1,145</u>	<u>840</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

14. PROVISION FOR BAD DEBTS

	31st March 2023 £'000	31st March 2022 £'000
Cost or Valuation		
Opening Balance	0	0
Provision made during year	0	0
Unused amounts reversed during the year	0	0
Closing Balance	0	0

15. CASH AND CASH EQUIVALENTS

The balance of cash and cash equivalents is made up of the following elements:

	31st March 2023 £'000	31st March 2022 £'000
Bank account	227	95
	227	95

16. CREDITORS

	31st March 2023 £'000	31st March 2022 £'000 <i>(re-stated)</i>
Central government bodies	(2)	0
Other local authorities	(531)	(630)
Other entities and individuals	(586)	(93)
Employee costs	(41)	(24)
	(1,160)	(747)

Restatement - the balance at 31st March 2022 is re-stated to include £0.601m due to City of Edinburgh Council in 'Other local authorities' - moved from 'Other entities and individuals'.

17. USABLE RESERVES

	31st March 2023 £'000	31st March 2022 £'000
17.1 Unallocated General Fund Reserve	49	104
17.2 Earmarked Balance - Project Budget slippage	159	58
	208	161

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

18. UNUSABLE RESERVES

	31st March 2023 £'000	31st March 2022 £'000
18.1 Capital Adjustment Account	231	173
18.2 Pension Reserve	0	(580)
18.3 Accumulated Absence Account	(11)	(14)
	220	(420)

18.1 Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Partnership as finance for the costs of acquisition, construction and enhancement.

	2022/23 £'000	2021/22 £'000
Balance at 1st April	173	257
Reversal of items related to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
• Charges for depreciation and impairment of non-current assets	(58)	(73)
• Charges for revaluation of non-current assets	0	(21)
	115	163
Net written out amount of the cost of non-current assets consumed in year		
Capital financing applied in the year:		
• Contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	116	10
	231	173
Balance at 31st March		

18.2 Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Partnership accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Partnership makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Partnership has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

18. UNUSABLE RESERVES *(continued)*

18.2 Pension Reserve *(continued)*

	2022/23 £'000	2021/22 £'000
Balance at 1st April	(580)	(990)
Remeasurements of the net defined benefit liability	653	509
Reversals of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.	(208)	(228)
Employer's pension contributions and direct payments to pensioners payable in the year.	135	129
Balance at 31st March	<u>0</u>	<u>(580)</u>

18.3 Accumulated Absence Account

The Accumulated Absence Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, for example, annual leave entitlement carried forward at 31st March. Statutory arrangements require that the impact on the General Fund balance is neutralised by transfers to or from the Account.

	2022/23 £'000	2021/22 £'000
Balance at 1st April	(14)	(14)
Settlement or cancellation of accrual made at the end of the preceding year	14	14
Amounts accrued at the end of the current year	(11)	(14)
Balance at 31st March	<u>(11)</u>	<u>(14)</u>

19. MEMBERS EXPENSES

The Partnership paid the following amounts to members during the year:

	2022/23 £'000	2021/22 £'000
Expenses	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

20. EXTERNAL AUDIT COSTS

The Partnership has incurred the following costs in relation to the audit of the Annual Accounts by the Partnership's external auditors:

	2022/23	2021/22
	£'000	£'000
Fees payable in respect of:		
• external audit services carried out by the appointed auditor for the year	12	11
	<u>12</u>	<u>11</u>

21. GRANT INCOME

The Partnership credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement:

	2022/23	2021/22
	£'000	£'000
Credited to Taxation and Non Specific Grant Income		
Scottish Government - Revenue Grant	(782)	(782)
Constituent Council Requisitions (Note 22.3)	(190)	(190)
	<u>(972)</u>	<u>(972)</u>
Credited to Services		
EU Grant - Bling	(43)	(17)
EU Grant - Connect	(18)	(14)
EU Grant - Primaas	(29)	(33)
EU Grant - Regio Mob	(29)	(6)
EU Grant - Sharenorth	(5)	(42)
EU Grant - Surflogh	(53)	(34)
Contribution - City of Edinburgh Council	(2)	(2)
Contribution - Clackmannanshire Council	0	(3)
Contribution - East Lothian Council	(2)	(6)
Contribution - Falkirk Council	(12)	(4)
Contribution - Fife Council	(91)	(143)
Contribution - First Bus Scotland	0	(5)
Contribution - Midlothian Council	(7)	(9)
Contribution - Paths for All	0	(25)
Contribution - Scotrail	(11)	3
Contribution - Scottish Borders Council	(8)	(69)
Contribution - Scottish Enterprise	(40)	(110)
Contribution - Stirling Communication Centre	(4)	(2)
Contribution - Scottish Government/ Transport Scotland	(729)	(484)
Contribution - West Lothian Council	(1)	(10)
Contribution - HITRANS	(4)	(4)
Contribution - NESTRANS	(6)	(5)
Contribution - SPT	(5)	(4)
Contribution - SUSTRANS	(45)	(159)
Contribution - SWESTRANS	(2)	(2)
Contribution - TACTRAN	(6)	(5)
Contribution - ZETRANS	(1)	(1)
	<u>(1,153)</u>	<u>(1,195)</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

22. RELATED PARTIES

The Partnership is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the Partnership or to be controlled or influenced by the Partnership. Disclosure of these transactions allows readers to assess the extent to which the Partnership might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Partnership.

22.1 Scottish Government

The Partnership receives grant-in-aid revenue funding through the Scottish Government. Grants received from the Scottish Government are set out in the subjective analysis in Note 21.

22.2 Members

Members of the Partnership have direct control over the Partnership's financial and operating policies. The total of members' expenses paid by the Partnership in 2022-23 is shown in Note 19.

22.3 Other Parties

During the year, the Partnership entered into the following transactions with related parties:

	2022/23 £'000	2021/22 £'000
• Revenue Expenditure - Support Services		
City of Edinburgh Council - Financial and Clerking Services	44	42
Falkirk Council - HR Services	0	0
	<hr/> 44	<hr/> 42
• Revenue Expenditure - Interest on Revenue Balances		
City of Edinburgh Council	2	0
	<hr/> 2	<hr/> 0
• Revenue Expenditure - Other		
City of Edinburgh Council	1	0
East Lothian Council	1	30
Edinburgh & Lothians Greenspace Trust	0	20
NHS Lothian	0	43
Scottish Government	18	15
West Lothian Council	2	14
	<hr/> 22	<hr/> 122

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

22. RELATED PARTIES *(continued)*

22.3 Other Parties *(continued)*

	2022/23 £'000	2021/22 £'000
• Revenue Income - Requisitions		
Clackmannanshire Council	(6)	(6)
East Lothian Council	(13)	(13)
City of Edinburgh Council	(62)	(61)
Falkirk Council	(19)	(19)
Fife Council	(44)	(44)
Midlothian Council	(11)	(11)
Scottish Borders Council	(13)	(14)
West Lothian Council	(22)	(22)
	(190)	(190)
• Revenue Income - Interest on Revenue Balances		
City of Edinburgh Council	0	0
	0	0
• Revenue Income - Other		
City of Edinburgh Council	(2)	(2)
Clackmannanshire Council	0	(3)
East Lothian Council	(2)	(6)
Falkirk Council	(12)	(4)
Fife Council	(3)	(2)
Midlothian Council	(7)	(9)
Scottish Borders Council	(2)	(3)
Scottish Enterprise	(40)	(110)
Scottish Government/ Transport Scotland	(729)	(484)
West Lothian Council	(1)	(1)
	(798)	(624)
• Revenue Income - Agency Income		
Fife Council	(88)	(141)
Scottish Borders Council	(6)	(66)
West Lothian Council	0	(9)
	(94)	(216)

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

22. RELATED PARTIES *(continued)*

22.3 Other Parties *(continued)*

The following represents amounts due to/(from) the Partnership at 31 March 2023, with its related parties.

CREDITORS	2022/23	2021/22
	£'000	£'000
• Creditors - Related Parties (Revenue Grants)		
East Lothian Council	0	(28)
Scottish Enterprise	0	(40)
	<u>0</u>	<u>(68)</u>
• Creditors - Related Parties (Other)		
City of Edinburgh Council	(1)	(1)
Falkirk Council	0	0
Fife Council	(5)	0
Scottish Government	(2)	0
	<u>(8)</u>	<u>(1)</u>
• Creditors - Other Parties	<u>(1,167)</u>	<u>(718)</u>
Total Creditors	<u>(1,175)</u>	<u>(787)</u>
DEBTORS		
• Debtors - Related Parties (Revenue Grants/ Other)		
Clackmannanshire Council	0	1
East Lothian Council	0	(12)
Falkirk Council	7	0
Fife Council	100	169
Midlothian Council	4	0
Scottish Borders Council	9	84
Scottish Government/ Transport Scotland	603	315
West Lothian Council	0	11
	<u>723</u>	<u>568</u>
• Debtors - Other Parties	<u>422</u>	<u>272</u>
Total Debtors	<u>1,145</u>	<u>840</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

23. LEASES

Operating Leases

From 8th February 2016 the Partnership took occupancy of Area 3D (Bridge) in Victoria Quay, Edinburgh under the terms of a Memorandum of Terms of Occupation (MOTO) with the Scottish Government, which forms part of the Civil Estates Occupancy Agreement (CEOA).

The Partnership signed a new MOTO and is permitted to occupy the space from 8th February 2019 to 7th February 2022 (the Prescribed Term) and so on until ended by either party giving notice under the terms of the CEOA. Both parties will, upon provision of not less than 1 year's prior written notice, have the ability to break this agreement.

The Partnership currently has a contract with O2 to lease ten Apple iPhones for staff use. The minimum term for this contract is 24 months before the Partnership has the option to terminate the lease under no penalty. This contract expires in February 2024.

The Partnership currently has a contract with Ricoh UK Ltd to lease an office printer. The minimum term for this contract is 36 months before the Partnership has the option to terminate the lease under no penalty. This contract expires in September 2025.

The Partnership's expenditure on lease payments during 2022/23 was £23,000 (2021/22 £17,000)

The minimum lease payments due under non-cancellable leases in future years are:

	2022/23 £'000	2021/22 £'000
• Not later than 1 year	23	21
• Over 1 year	1	4
	<hr/> 24	<hr/> 25

The Partnership has no other material operational leases.

24. DEFINED BENEFIT PENSION SCHEMES

24.1 Participation in Pension Schemes

As part of the terms and conditions of employment of its staff, the Partnership makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until the employees retire, the Partnership has a commitment to make the payments that require to be disclosed at the time that employees earn their future entitlement. As explained in Accounting Policy 1.8, the Partnership is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by the Lothian Pension Fund.

The Partnership participates in:

- A funded defined benefit final salary scheme. This means that the Partnership and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.
- An arrangement for the award of discretionary post retirement benefits upon early retirement - this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pensions payments as they eventually fall due.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.2 Transactions Relating to Post-employment Benefits

The Partnership recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	2022/23 £000	2022/23 £000	2021/22 £000	2021/22 £000
Comprehensive Income and Expenditure Statement				
<i>Cost of services:</i>				
Service cost, comprising:				
Current service costs	191		207	
Past service costs	<u>0</u>		<u>0</u>	
		191		207
<i>Financing and investment income:</i>				
Net interest expense		<u>17</u>		<u>21</u>
Total post employee benefit charged to the surplus on the provision of services		208		228
<i>Other post-employment benefits charges to the Comprehensive Income / Expenditure Statement</i>				
Remeasurement of the net defined liability, comprising:				
Return on pension assets, excluding the amount included in the net interest expense above	14		(222)	
Actuarial gains and (losses) arising on changes in financial assumptions	(1,519)		(277)	
Actuarial gains and (losses) arising on changes in demographic assumptions	(23)		(18)	
Restriction in Pension Asset	647		0	
Other experience	<u>228</u>		<u>8</u>	
		<u>(653)</u>		<u>(509)</u>
Total post-employment benefits charged to the Comprehensive Income / Expenditure Statement		<u>(445)</u>		<u>(281)</u>
Movement in Reserves Statement				
Reversal of net charges made to the surplus on the provision of services for post-employment benefits in accordance with the Code.		<u>73</u>		<u>99</u>
Actual amount charged against the General Fund Balance for pensions in the year:				
Employer's contributions payable to the scheme		<u>135</u>		<u>129</u>
		<u>135</u>		<u>129</u>

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.3 Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council's obligations in respect of its defined benefit plan is as follows:

	2022/23 £'000	2021/22 £'000
Fair value of employer assets	2,976	2,821
* Restriction in Pension Asset	(647)	0
Present value of funded liabilities	(2,329)	(3,401)
Present value of unfunded liabilities	0	0
	<hr/>	<hr/>
Net asset/(liability) arising from defined benefit obligation	0	(580)

24.4 Reconciliation of the Movements in the Fair Value of Scheme Assets

	2022/23 £'000	2021/22 £'000
Opening fair value of scheme assets	2,821	2,463
Interest income	77	50
Remeasurement gain / (loss):		
Other Experience		
Return on plan assets, excluding the amount included in the net interest expense	(14)	222
Contributions from employer	135	129
Contributions from employees into the scheme	30	29
Benefits paid	(73)	(72)
Unfunded benefits paid	0	0
	<hr/>	<hr/>
Closing fair value of scheme assets	2,976	2,821

Reconciliation of Present Value of the Scheme Liabilities

	2022/23 £'000	2021/22 £'000
Present value of funded liabilities	(3,401)	(3,453)
Present value of unfunded liabilities	0	0
	<hr/>	<hr/>
Opening balance at 1st April	(3,401)	(3,453)
Current service cost	(191)	(207)
Interest cost	(94)	(71)
Contributions from employees into the scheme	(30)	(29)
Remeasurement gain / (loss):		
Change in demographic assumptions	23	18
Change in financial assumptions	1,519	277
Other experience	(228)	(8)
Past service cost	0	0
Benefits paid	73	72
Unfunded benefits paid	0	0
	<hr/>	<hr/>
Closing balance at 31st March	(2,329)	(3,401)

* International Accounting Standard 19 imposes a limit on the maximum amount of surplus which can be recognised on the balance sheet. This adjustment reduces the value of the Pension Asset to the maximum restricted amount.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.5 Fair Value of Employer Assets

The following asset values are at bid value as required under IAS19.

	2022/23		2021/22	
	£'000	%	£'000	%
Equity Securities:				
Consumer *	365	12	347	12
Manufacturing *	410	14	373	13
Energy and Utilities *	180	6	156	6
Financial Institutions *	179	6	163	6
Health and Care *	219	7	195	7
Information technology *	124	4	128	5
Other *	203	7	210	7
Sub-total Equity Securities	1,679		1,573	
Debt Securities:				
Corporate Bonds (investment grade) *	46	2	0	0
UK Government *	345	12	246	9
Other *	62	2	53	2
Sub-total Debt Securities	454		299	
Private Equity:				
All *	2	0	0	
All	10	0	13	0
Sub-total Private Equity	12		14	
Real Estate:				
UK Property *	20	1	26	1
UK Property	114	4	123	4
Overseas Property *	4	0	0	0
Overseas Property	1	0	1	0
Sub-total Real Estate	139		150	
Investment Funds and Unit Trusts:				
Equities *	40	1	49	2
Equities	2	0	2	0
Bonds *	0	0	53	2
Bonds	86	3	79	3
Infrastructure	424	14	286	10
Sub-total Investment Funds and Unit Trusts	552		469	
Derivatives:				
Foreign Exchange *	0	0	0	0
Sub-total Derivatives	0		0	
Cash and Cash Equivalents				
All *	141	5	317	11
Sub-total Cash and Cash Equivalents	141		317	
Total Fair Value of Employer Assets	2,976		2,821	

Scheme assets marked with an asterisk () have quoted prices in active markets.*

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES *(continued)*

24.6 Basis for Estimating Assets and Liabilities

Hymans Robertson, the independent actuaries to Lothian Pension Fund, have advised that the financial assumptions used to calculate the components of the pension expense for the year ended 31 March 2023 were those from the beginning of the year (i.e. 31 March 2022) and have not been changed during the year.

The principal assumptions used by the actuary in the calculations are:

Investment returns

- Total returns for the period from 1 April 2022 to 31 March 2023 2.2%

	2022/23	2021/22
Mortality assumptions - longevity at 65 for current pensioners:		
• Males	19.9 years	20.3 years
• Females	22.9 years	23.1 years
Mortality assumptions - longevity at 65 for future pensioners:		
• Males	21.2 years	21.6 years
• Females	24.7 years	25.0 years
Pension increase rate	2.95%	3.20%
Salary increase rate (see below)	3.45%	3.70%
Discount rate	4.75%	2.70%

Estimation of defined benefit obligations is sensitive to the actuarial assumptions set out above. In order to quantify the impact of a change in the financial assumptions used, the Actuary has calculated and compared the value of the scheme liabilities as at 31 March 2023 on varying bases. The approach taken by the Actuary is consistent with that adopted to derive the IAS19 figures.

The principal demographic assumption is the longevity assumption (i.e. member life expectancy). For sensitivity purposes, the Fund's Actuary has estimated that a one year increase in life expectancy would approximately increase the Employer's Defined Benefit Obligation by around 3-5%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption (i.e. if improvements to survival rates predominantly apply at younger or older ages).

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

24. DEFINED BENEFIT PENSION SCHEMES (continued)

24.7 Analysis of projected amount to be charged to profit or loss for the period to 31 March 2024

	Assets £000	Obligations £000	Net (liability) / asset £000	% of pay
Projected current service cost	0	(79)	(79)	(19.5%)
Past service cost including curtailments	0	0	0	0.0%
Effect of settlements	0	0	0	0.0%
Total Service Cost	0	(79)	(79)	(19.5%)
Interest income on plan assets	143	0	143	35.1%
Interest cost on defined benefit obligation	0	(111)	(111)	(27.3%)
Total Net Interest Cost	143	(111)	32	7.8%
Total included in Profit or Loss	143	(190)	(47)	(11.7%)

The Partnership's estimated contribution to Lothian Pension Fund for 2023/24 is £135,000.

25. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

The Partnership's activities expose it to a variety of financial risks:

- Credit risk - the possibility that other parties might fail to pay amounts due to the Partnership;
- Liquidity risk - the possibility that the Partnership might not have funds available to meet its commitments to make payments;
- Re-financing risk - the possibility that the Partnership might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms;
- Market risk - the possibility that financial loss might arise for the Partnership as a result of changes in such measures as interest rate movements;
- Price risk - the possibility that fluctuations in equity prices has a significant impact on the value of financial instruments held by the Partnership;
- Foreign exchange risk - the possibility that fluctuations in exchange rates could result in loss to the Partnership.

Treasury Management is carried out on the Partnership's behalf by the City of Edinburgh Council. The Council's overall risk management procedures focus on the unpredictability of financial markets and implementing restrictions to minimise these risks. The Council complies with the CIPFA Prudential Code and has adopted the CIPFA Treasury Management in the Public Services Code of Practice.

Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Partnership's customers.

The Partnership's surplus funds not immediately required to meet expenditure commitments are held with the City of Edinburgh Council, and the Partnership receives interest on revenue balances on these monies. As the Partnership's surplus funds are held with the City of Edinburgh Council, the counterparty default exposure is effectively nil.

All Partnership invoices become due for payment on issue, and all trade debtors are overdue less than a month.

Collateral - During the reporting period the Partnership held no collateral as security.

The South East of Scotland Transport Partnership (SESTRAN)

NOTES TO THE ANNUAL ACCOUNTS

25. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS *(continued)*

Liquidity risk

The Partnership is required by statute to provide a balanced budget, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. The arrangement with the City of Edinburgh Council ensures sufficient liquidity is available for the Partnership's day to day cash flow needs.

The Council manages the Partnership's liquidity position through the risk management procedures above as well as through cash flow management procedures required by the Code of Practice.

Refinancing risk

The Partnership has only a small level of surplus funds and no long term debt. The refinancing risk to the Partnership relates to managing the exposure to replacing financial instruments as they mature.

As such, the Partnership has no refinancing risk on its liabilities.

The Partnership has no investments with a maturity greater than one year.

Market risk

Interest rate risk

The Partnership is exposed to interest rate movements on its investments. Movements in interest rates have a complex impact on an organisation, depending on how variable and fixed interest rates move across differing financial instrument periods.

For instance, a rise in variable and fixed interest rates would have the following effects:

- borrowings at variable rates - the interest expense charged to the Surplus or Deficit on the Provision of Services will rise;
- borrowings at fixed rates - the fair value of the liabilities borrowings will fall;
- investments at variable rates - the interest income credited to the Surplus or Deficit on the Provision of Services will rise; and
- investments at fixed rates - the fair value of the assets will fall.

The Partnership currently has no borrowings. Changes in interest receivable on variable rate investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance.

However, all investments currently have a maturity of less than one year and the fair value has therefore been approximated by the outstanding principal.

The Partnership's surplus funds are held with the City of Edinburgh Council.

The Council's Treasury Management Team continue to monitor market and forecast interest rates during the year and adjust investment policies accordingly.

Price risk

The Partnership does not invest in equity shares.

Foreign Exchange risk

As at 31 March 2023, the Partnership had financial assets of £212,000 subject to foreign exchange risk.

The foreign exchange loss or gain on these financial assets cannot be determined until 2023/24, when the Partnership is in receipt of the related grant income from the European Regional Development Fund.

The Partnership has no financial liabilities denominated in foreign currencies.

26. CONTINGENT LIABILITY

A service provider for the Go e-Bike project has been subject to liquidation proceedings and has ceased to exist. Officers of the Partnership are clarifying ownership of the project equipment and are seeking to progress service provision with an alternative service provider. Discussion is also taking place with project funders.

The South East of Scotland Transport Partnership (SESTRAN)

INDEPENDENT AUDITOR'S REPORT

Independent auditor's report to the members of South East of Scotland Transport Partnership and the Accounts Commission

Report on the audit of the financial statements

Opinion on financial statements

I certify that I have audited the financial statements in the annual accounts of South East of Scotland Transport Partnership (SEStran) for the year ended 31 March 2023 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards, as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2022/23 (the 2022/23 Code).

In my opinion the accompanying financial statements:

- give a true and fair view of the state of affairs of the body as at 31 March 2023 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards, as interpreted and adapted by the 2022/23 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

Basis of opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I was appointed by the Accounts Commission on 3 April 2023. My period of appointment is five years, covering 2022/23 to 2026/27. I am independent of the body in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the body. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern basis of accounting

I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

These conclusions are not intended to, nor do they, provide assurance on the body's current or future financial sustainability. However, I report on the body's arrangements for financial sustainability in a separate Annual Audit Report available from the Audit Scotland website.

Risks of material misstatement

I report in my Annual Audit Report the most significant assessed risks of material misstatement that I identified and my judgements thereon.

Responsibilities of the Treasurer and Partnership Board for the financial statements

As explained more fully in the Statement of Responsibilities, the Treasurer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Treasurer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The South East of Scotland Transport Partnership (SESTRAN)

INDEPENDENT AUDITOR'S REPORT (Contd.)

Responsibilities of the Treasurer and Partnership for the financial statements (Contd.)

In preparing the financial statements, the Treasurer is responsible for assessing the body's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless there is an intention to discontinue the body's operations.

The Partnership is responsible for overseeing the financial reporting process.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- using my understanding of the local government sector to identify that the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003 are significant in the context of the body;
- inquiring of the Treasurer as to other laws or regulations that may be expected to have a fundamental effect on the operations of the body;
- inquiring of the Treasurer concerning the body's policies and procedures regarding compliance with the applicable legal and regulatory framework;
- discussions among my audit team on the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the body's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skillfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Reporting on other requirements

Opinion prescribed by the Accounts Commission on the audited part of the Remuneration Report

I have audited the parts of the Remuneration Report described as audited. In my opinion, the audited parts of the Remuneration Report have been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

Other information

The Treasurer is responsible for the other information in the annual accounts. The other information comprises the Management Commentary, Annual Governance Statement, Statement of Responsibilities and the unaudited part of the Remuneration Report.

The South East of Scotland Transport Partnership (SESTRAN)

INDEPENDENT AUDITOR'S REPORT (Contd.)

Other information (Contd.)

My responsibility is to read all the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I required to report that fact. I have nothing to report in this regard.

My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon except on the Management Commentary and Annual Governance Statement to the extent explicitly stated in the following opinions prescribed by the Accounts Commission.

Opinions prescribed by the Accounts Commission on Management Commentary and Annual Governance Statement

In my opinion, based on the work undertaken in the course of the audit:

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and
- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

Matters on which I am required to report by exception

I am required by the Accounts Commission to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit.

I have nothing to report in respect of these matters.

Conclusions on wider scope responsibilities

In addition to my responsibilities for the annual accounts, my conclusions on the wider scope responsibilities specified in the Code of Audit Practice, including those in respect of Best Value, are set out in my Annual Audit Report.

Use of my report

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 108 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Christopher Gardner
Audit Scotland
8 Nelson Mandela Place
Glasgow
G1 2BT

Date: _____

Finance Officer's Report

1. Introduction

1.1 This report presents the first update on the financial performance of the Partnership's Core and Projects budgets for 2023/24, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of August 2023.

1.2 The Partnership's Core and Projects budgets for 2023/24 were approved by the Partnership on 17th March 2023.

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 £815,000. Details of the Core budget are provided in Appendix 1.

2.2 Cumulative expenditure for the five months to 31st August 2023 was £265,000. This is within the Core budget resources available for the period.

2.3 Estimates have been updated to reflect current expenditure commitments. The forecast includes provision of £28,500 for pay award of 5.5%, to reflect the proposed COSLA pay award offer to local government employees.

2.4 It is projected expenditure for the year will be £22,000 less than budget. This is due to delays in staff recruitment (£73,000) and other underspends on training/ conferences (£4,000), staff travel (£5,000), general office supplies (£4,000). These underspends are forecast to be partly offset by:

2.4.1 External consultancy expenditure of £51,000 to provide additional capacity due to vacant substantive posts and

2.4.2 legal fees of £13,000, principally to update the Partnership's procurement processes and rules.

Projects Budget

2.5 The approved Projects budget is detailed in Appendix 2.

2.6 The Partnership has an earmarked balance of £159,000, reflecting expenditure slippage on projects in 2022/23. The allocation of project slippage from 2022/23 is shown in Appendix 2.

2.7 Following establishment of the 2022/23 outturn, a review and re-alignment has been undertaken of the Projects budget to reflect current and planned activity. The re-alignment is shown in Appendix 2.

2.8 It is projected that net expenditure on projects in 2023/24 will be £11,000 less than budget. This forecast is based on a full spend of project slippage balances brought forward from 2022/23.

2.9 Expenditure on both the core and projects budgets will be subject of ongoing review for the remainder of 2023/24. 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:

Date	Balance due to SEStran(+ve) /due by SEStran (-ve)
	£
30 April 2023	-397,370
31 May 2023	+139,961
30 June 2023	+ 207,372
31 July 2023	+ 165,696
31 August 2023	+ 227,503

2.11 Interest is charged/paid on the monthly indebtedness between the Council and the Partnership. Interest will be calculated in March 2024.

2.12 The positive cash balance at 31st August 2023 is attributable to funding received from Scottish Government grant and Council requisitions.

Reserves

2.13 The Board's Reserves Policy recommends establishment of an unallocated General Fund Reserve based on a minimum value of 5% (£41,000) of the Partnership's core revenue budget. At 1st April 2023, the Partnership has an unallocated General Fund Reserve of £49,000.

2.14 The Reserves Policy recommends that where slippage occurs on approved revenue projects, the balance of slippage is retained as an earmarked balance. £159,000 of project slippage has been carried forward from 2022/23 and is included in the Projects budget presented in Appendix 2.

2.15 An update of Financial Risks for 2023/24 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 £22,000;

3.2 notes the forecast underspend on the Projects budget of £11,000.

Hugh Dunn
Treasurer
15th September 2023

Appendix Appendix 1 – Core Budget Statement at 31st August 2023
Appendix 2 – Projects Budget as at 31st August 2023

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
Employee Costs					
Salaries	428	178	128	383	(45)
National Insurance	49	21	14	42	(7)
Pension Fund	151	63	40	130	(21)
Recharges	(24)	(4)	(16)	(24)	0
Training & Conferences	10	4	1	6	(4)
Interviews & Advertising	2	1	0	0	(2)
	616	263	167	537	(79)
Premises Costs					
Office Accommodation	18	4	4	18	0
Transport					
Staff Travel	8	3	1	3	(5)
Supplies and Services					
Communications & Computing	48	21	18	49	1
Hosted Service - Novus FX	44	44	49	45	1
Printing, Stationery & General Office Supplies	7	3	1	3	(4)
Insurance	7	0	0	7	0
Equipment, Furniture & Materials, Miscellaneous	4	2	1	4	0
	110	70	69	108	(2)
Support Services					
Finance	31	0	1	31	0
Legal Services / HR	7	0	1	20	13
External Consultants	0	0	22	51	51
	38	0	24	102	64
Corporate & Democratic					
Clerks Fees	12	0	0	12	0
External Audit Fees	12	0	0	12	0
Members Allowances and Expenses	1	0	0	1	0
	25	0	0	25	0
Total Expenditure	815	340	265	793	(22)
Funding:					
Scottish Government Grant	(625)	(329)	(329)	(625)	0
Council Requisitions	(190)	(190)	(170)	(190)	0
Total Funding	(815)	(519)	(499)	(815)	0
Net Expenditure/ (Income)	0	(179)	(234)	(22)	(22)

Projects Budget 2023/24 - as at 31st August 2023

Appendix 2

	Approved Budget	Slippage from 2022/23	EU /Other Grant	Budget Realign ment	Net Expenditure Budget	Annual Forecast	Forecast Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
EU Projects							
Surflogh	5	(3)	(2)	12	12	12	0
Bling	5	(3)	(2)		0	0	0
Primaas	5	4	(3)	(4)	2	2	0
Connect	5	7	(2)	(23)	(13)	(13)	0
Regio-Mob		11		(9)	2	2	0
Total EU Projects	20	16	(9)	(24)	3	3	0
RTPI	25	23	(15)	(23)	10	10	0
Active Travel Fund	350		(350)		0	0	0
Regional Transport Strategy	18	74		(80)	12	12	0
Sustainable Travel	28	41		11	80	69	(11)
GO e-Bike	10	1		51	62	62	0
Urban Cycle Networks	121	2	(100)	(15)	8	8	0
Projects Consultancy Support	43	(7)		2	38	38	0
Equalities Action Forum	10	11		(11)	10	10	0
Thistle Assistance	30	(13)	(24)	13	6	6	0
Mobility as a Service		(3)		22	19	19	0
Bus Strategy Development		14		14	28	28	0
EV Strategy				40	40	40	0
Total	655	159	(498)	0	316	305	(11)

Risk Description	Mitigation and Controls
<p>Pay awards The revenue budget made provision for a pay award of up to 3% in 2023/24. The COSLA pay offer is likely to represent an increase on the budget provision.</p>	<p>Ongoing monitoring and review of all costs and forecasts during 2023/24.</p>
<p>Inflation There is a risk that the indicative budget does not adequately cover price inflation and increasing demand for services.</p>	<p>Ongoing monitoring and review of all costs and forecasts during 2023/24.</p>
<p>Delays in payment of grant by the EU - 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>Pension Fund Contributions A 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>Funding Reductions 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 2023/24.</p> <p>Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.</p>

Appointment of Treasurer

1. INTRODUCTION

- 1.1 Members will be aware that the Partnership's financial affairs are currently looked after by the City of Edinburgh Council, in terms of a service level agreement.

2. BACKGROUND

- 2.1 The Transport (Scotland) Act 2005 requires a Transport Partnership to appoint a proper officer for the purposes of administration of its financial affairs. Since the establishment of the Partnership on a statutory basis, the Chief Finance Officer of the City of Edinburgh Council has undertaken the duties of proper officer for the financial administration of the Partnership.
- 2.2 At its meeting on 7th December 2012, the Partnership appointed Hugh Dunn as Treasurer to SEStran Head of Finance at City of Edinburgh Council, and his successors in office on a permanent basis as SEStran's Treasurer, in terms of its Standing Orders, Scheme of Delegation and Financial Rules.
- 2.3 Hugh Dunn will retire from the role of Head of Finance of the City of Edinburgh Council on the 30th of September 2023 and subsequently resign from the position of SEStran Treasurer.
- 2.4 At the meeting on Thursday the 22nd of June 2023, the City of Edinburgh Council appointed Richard Lloyd-Bithell as Service Director, Finance and Procurement.
- 2.5 It is proposed that Richard Lloyd-Bithell as Service Director, Finance and Procurement, be appointed as SEStran treasurer with effect from the 30th of September 2023.

3. RECOMMENDATIONS

It is recommended that the board:

- 3.1 Notes the resignation of Hugh Dunn from the position of SEStran treasurer with effect from the 30th of September.
- 3.2 Appoints Richard Lloyd-Bithell as SEStran Treasurer, in terms of its Standing Orders, Scheme of Delegation and Financial Rules with effect from the 30th September 2023.

Gavin King
Secretary to SEStran
August 2023

Contact:

Andrew Henderson
Andrew.henderson@edinburgh.gov.uk

Appendices - None

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

CONCORDAT BETWEEN SESTRAN AND THE EDINBURGH AND SOUTHEAST SCOTLAND CITY REGION DEAL

1. INTRODUCTION

- 1.1 The purpose of this report is to update the Partnership Board on the progress of discussions between SEStran and the Edinburgh and South East Scotland City Region Deal (CRD) towards:
- Aligning their activities to ensure that regional plans can deliver shared outcomes through targeted transport interventions.
 - Defining how new transport interventions will progress, from strategy to delivery, through the appropriate governance structure(s), depending on the activity.

2. BACKGROUND

- 2.1 SEStran is a partnership of 8 local authorities in southeast Scotland: The City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian. It has the statutory function of producing the Regional Transport Strategy (RTS) and measuring and monitoring its implementation. It works with constituent Councils and partner Health Boards who have a duty to perform their functions in such a way as to be in line with the RTS.
- 2.2 The CRD is a £1.3 billion investment in the region by the UK and Scottish governments and other partners to boost infrastructure, skills and innovation. It covers six local authority areas: The City of Edinburgh, East Lothian, Fife (excluding North East Fife), Midlothian, Scottish Borders and West Lothian Councils.
- 2.3 The CRD includes two large transport projects: the redevelopment of Sheriffhall Roundabout and the West Edinburgh Transport Improvement Programme. It also has an extensive general interest in transport through initiatives such as the Regional Prosperity Framework and, more specifically, workforce mobility.
- 2.3 This creates two main challenges:
- The boundaries of the two organisations do not align exactly: Falkirk, Clackmannanshire and North East Fife are within the SEStran region but are not part of the CRD. This raises some governance difficulties.
 - There can be some confusion around roles and responsibilities with regard to specific projects and initiatives
- 2.4 It is felt that these challenges could potentially lead to inefficient use of resources and potential duplication of effort which, in turn, could result in sub-optimal outcomes for citizens of the region.

3. COLLABORATIVE WORKING WITH LOCAL AUTHORITY PARTNERS

- 3.1 Since approval of the SEStran 2035 Regional Transport Strategy in March 2023, SEStran has prioritised the development and implementation of improved collaborative working arrangements with partners and stakeholders in order to support delivery of the RTS.
- 3.2 These have included the establishment of a number of forums including:
- Approval by the SEStran Board of the development of a Regional Bus Strategy
 - Commissioning of an EV Charging Strategy
 - Establishment of an EV forum
 - Establishment of a Shared Resources forum
- 3.4 The SEStran Chief Officers' Liaison Group is being strengthened as a senior level decision making body. All partners are being encouraged to ensure attendance by decision makers or to ensure that decision makers retain responsibility for delivering any actions even if their attendance at meetings has been delegated
- 3.5 Regular one to one meetings are being established between SEStran and local authority partners to ensure:
- The sharing of knowledge and best practice
 - Discussion of any emerging issues or initiatives
 - Honest and open feedback
 - Full engagement with the liaison process

4. COLLABORATIVE WORKING WITH ESESCRD

- 4.1 The SEStran Partnership Director was invited to attend the CRD Directors' meeting in March 2023, and to present his initial observations. He noted some of the main issues he had found since starting the role, which included apparent duplication of work due to having two different governance structures in place to develop regional transport: SEStran and the CRD.
- 4.2 It was agreed that SEStran and CRD partners would meet to have an open discussion about what might be possible and produce an Options Paper for consideration at the next Directors' meeting.
- 4.3 A working group was established to examine the issue and develop proposals for more collaborative working, and discussions have been ongoing since that time. The working group consists of members from SEStran, each of the 6 local authorities covered by the CRD, and the CRD Programme Management Office.
- 4.4 The working group identified the Concordat between Strathclyde Passenger Transport and Clydeplan as the ideal template. The group has worked collaboratively over recent months to progressively refine the document (see Appendix), which has now been considered by each CRD local authority. The draft Concordat was also shared with Clackmannanshire and Falkirk Councils for their consideration and feedback. As a non-binding operational document it has not required any formal approval and has been accepted by all parties with minimal

amendment.

4.5 The Concordat was presented to the SEStran Performance and Audit Committee on 8 September 2023, and will be presented to the CRD Directors' meeting in October.

4.6 The P&A Committee did not provide any additional commentary or request any amendments to the report, and were content that it would be presented to the Board.

5. RECOMMENDATIONS

5.1 That the Board notes the progress that has been made with regard to joint working with the Edinburgh and South East Scotland City Region Deal, and that the concordat will be presented to the CRD Directors' meeting before being fully implemented by both parties.

Brian Butler
Partnership Director
15 September 2023

Appendix 1: Draft Concordat between SEStran and the Edinburgh And South East Scotland City Region Deal

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



**Concordat between
SEStran and
Edinburgh & South East Scotland City
Region Deal**

August 2023

About SEStran

The [South East of Scotland Transport Partnership \(SEStran\)](#) is the statutory Regional Transport Partnership for the South East of Scotland. SEStran encompasses eight local authorities: City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

SEStran has the statutory function of producing the [Regional Transport Strategy](#) (RTS) and measuring and monitoring its implementation. It also works with constituent Councils and partner Health Boards who have a duty to perform their functions in such a way as to be in line with the RTS.

SEStran aims to address a range of transportation issues, and to work towards a more sustainable and efficient transport network, in line with the National Transport Strategy.

SEStran contributes to a varied range of transport projects and events as well as partnership working with various organisations. It supports the aspirations of the various economic plans across the region and specifically the City Region and Growth Deals which have been adopted by its constituent councils. SEStran is represented on the Edinburgh and South East Scotland City Regional Deal (EESCRD) Transport Appraisal Board (TAB) – as per terms of reference of the TAB, which are updated on an annual basis (See Appendix 1)

About the Edinburgh & South East Scotland City Region Deal

The ambitious [EESCRD](#) identifies collaborative ways that partners will work with the UK and Scottish Governments to deliver transformational change to the city region's economy.

In August 2018, the UK and Scottish Governments committed to jointly investing £600 million through five themes: innovation, skills, transport, housing and culture, and regional partners are committed to adding in excess of £900 million. This represents a Deal now worth £1.5 billion, with a successful track record of delivering regional programmes and projects and associated benefits.

With a population of 1.4 million people representing 26% of the total in Scotland, the region contributes £43 billion of Gross Value Added to Scotland's economy. It is an important economic, social and cultural hub for the nation.

The city region has a strong and successful economy on which to build. But there remain a number of issues that need to be addressed. Prosperity and success are not universal across the city region. 22.4% of children are living in poverty; there is a lack of mid-market and affordable housing; and too many people are unable to move on from low wage/low skill jobs. Transport poverty, and the lack of capacity in transport infrastructure and services is a significant barrier to workforce mobility. Decarbonising transport is also a key priority in our transition to net zero.

In the period up to 2033, the EESCRD is working to address these issues and to improve productivity, create new economic opportunities, new jobs and to reduce inequalities. Enhanced and modernised net zero transport infrastructure and services will be key enablers of these (and wider) ambitions.

The [Regional Prosperity Framework](#) (RPF), approved in 2021, and its [Delivery Plan and Prospectus](#) for South East Scotland, approved in March 2023 represents the next phase of regional economic ambition, with key priority programmes being:

- Green Regeneration;
- Infrastructure for Recovery & Prosperity;

- Visitor Economy & Culture; and
- Data Driven Innovation Economy.

The development of the seven regionally significant sites, namely Blindwells new settlement, Calderwood, Dunfermline, Granton, Shawfair, Tweedbank and Winchburgh also feature as an on-going regional priority in the context of the ESESCRD and RPF.

All of these ambitions and programmes will deliver significant benefits for the people and environment in the region, so effective, efficient and sustainable transport solutions are key to enabling them.

Regional Transport Priorities

The second [Strategic Transport Projects Review](#) (STPR2) will inform the Scottish Government's transport investment programme in Scotland over the next 20 years (2022-2042) and will help to deliver the vision, priorities and outcomes for transport set out in the [National Transport Strategy](#) (NTS2). It is important to note that despite being an ambitious plan for the next 20 years, STPR2 is not a funded plan.

There remain are gaps in regional investment to deliver agreed economic and net-zero ambitions.

The development of an equivalent Regional Transport Masterplan is necessary to identify the regional transport solutions to dovetail with the investment in STPR2 and set out a clear pipeline of projects to deliver the ambition of the Regional Prosperity Framework and Regional Transport Strategy. It will identify regional priorities and investment that are not within the remit of STPR2. The masterplan will be a reference document for future funding opportunities beyond STPR2, and a clear position statement on how regional partners need transport investment to be delivered in the South East of Scotland.

1. Introduction

This Concordat demonstrates the commitment between SEStran and ESESCRD to work together in support of further integrating economic development, transport and land use planning and delivery in the Edinburgh and South East Scotland city region.

It sets out how both bodies will align their activities to ensure that regional plans can deliver shared outcomes through targeted transport interventions. It also describes how new transport interventions will progress, from strategy to delivery, through the appropriate governance structure(s), depending on the activity.

This approach also supports land use decisions which support [the National Planning Framework 4](#) Vision and Spatial Development Strategy as this will:

- limit dependency on motorised transport;
- encourage increased levels of active travel;
- encourage increased levels public transport patronage;
- maximise the use of existing transport networks; and
- facilitate local living and the adoption of 20min neighbourhoods.

Effective leadership is also required at all levels of policy and decision making to ensure that economic development and transport investment is well planned and integrated in support of the outcomes of the above approach. SEStran and ESESCRD are committed to the following:

- a shared vision for integrating economic development, land-use and transport planning and provision;
- the joint aspirations of inclusive economic growth and climate action;
- areas of joint working (see Section 4); and
- principles of engagement (see Section 5).

SEStran and ESESCRD believe that there is also real merit in working between Regional Transport Partnerships, there is a need to address cross regional issues including programmes or projects that have or would benefit from cross or pan regional co-ordination.

The [assessment of transport governance](#), carried out by Jacobs for Transport Scotland in 2019 favoured an option that gives the regions more authority, as the best way to make positive outcomes to people's lives.

a) Shared Vision for Integrated Economic, Land-Use and Transport Planning and Provision

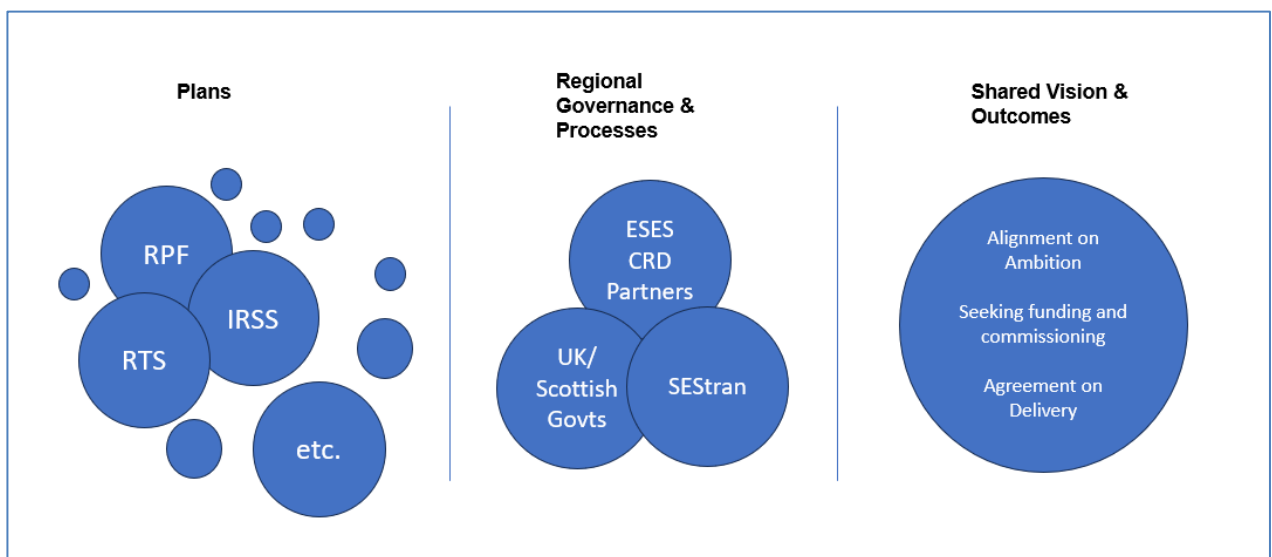
"Through strengthened collaboration, joint working, co-production and engagement, SEStran and ESESCRD, in partnership with others, will seek to ensure a robust basis for integrated regional economic development, land-use and transport planning and procurement and, ensuring Edinburgh and South East Scotland fulfils its potential as Scotland's foremost city region."

b) Joint Aims (Why align better?)

SEStran and ESESCRD believe that an integrated approach to economic development, land-use and transport planning and procurement plays a vital role in creating a prosperous, successful, accessible and sustainable city region.

Ensuring appropriate sustainable transport provision will make a positive contribution to many national, regional and local priorities, including addressing climate change and inequalities, and increasing productivity and the accessibility of jobs and amenities.

The aim is to better align regional plans and strategies, governance structures and processes to deliver a shared vision and outcomes, and, where possible, appropriate and subject to agreement by all relevant parties, to pool resources and funding for more effective delivery. Councils will be required to consider individual policy and budgetary implications in line with wider regional ambitions in resourcing programme and project development. This is summarised in the graphic below:



2. Context

a) Governance

Both bodies have different governance structures in place and operate across different geographies. In that context there is an opportunity to seek new ways of working to maximise positive outcomes:

- The ESESCRD area comprises the administrative boundaries of the City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian council areas, which broadly reflect the core of Edinburgh's functional housing and labour market areas;
- The SEStran region includes Falkirk and Clackmannanshire council areas that have a close functional relationship with one another as well as the wider SEStran area and beyond.

All of these places are connected to one another by the well-established regional transport corridors (major travel flows across the region), identified within the [Regional Transport Strategy](#) (pp.37-51), which transcend local authority boundaries, and ensure the connectivity that is needed between places that is so important to their ability to flourish can be provided.

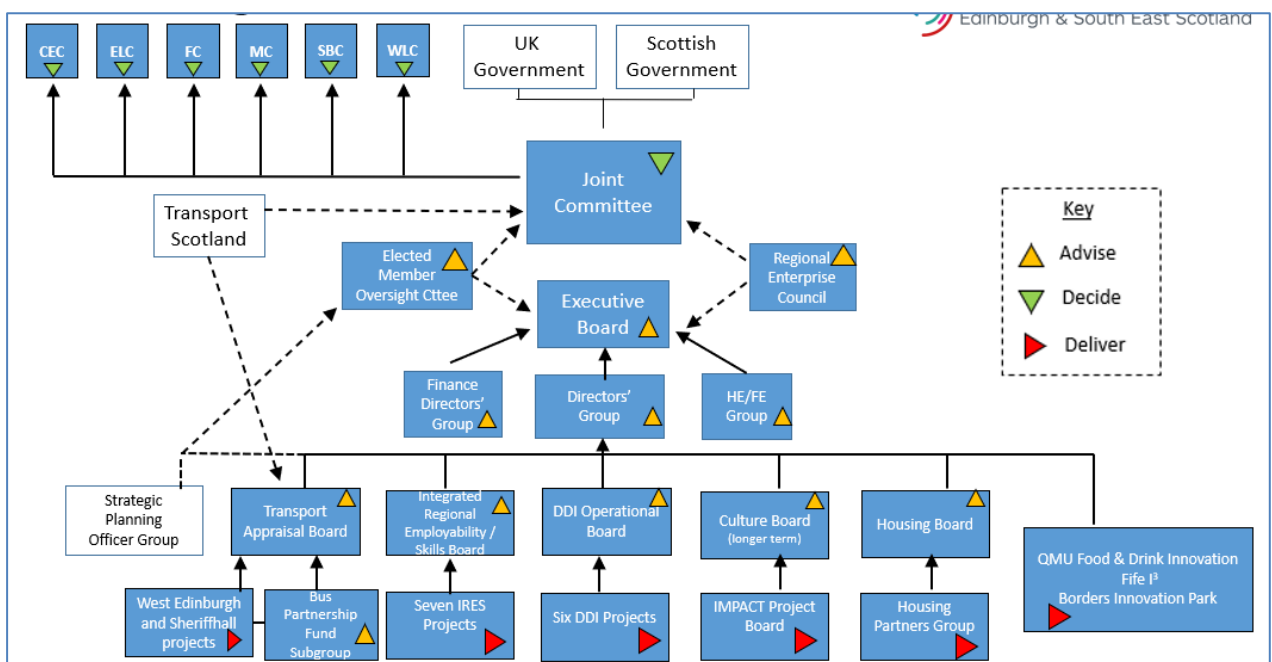
It is these nested functional geographies that provide significant strengths and opportunities, for example: planning and strategy development; scaling up or down to identify challenges, opportunities, solutions and interventions, and tackling common issues and finding efficient and effective ways of delivering shared priorities, ambitions and value for money.

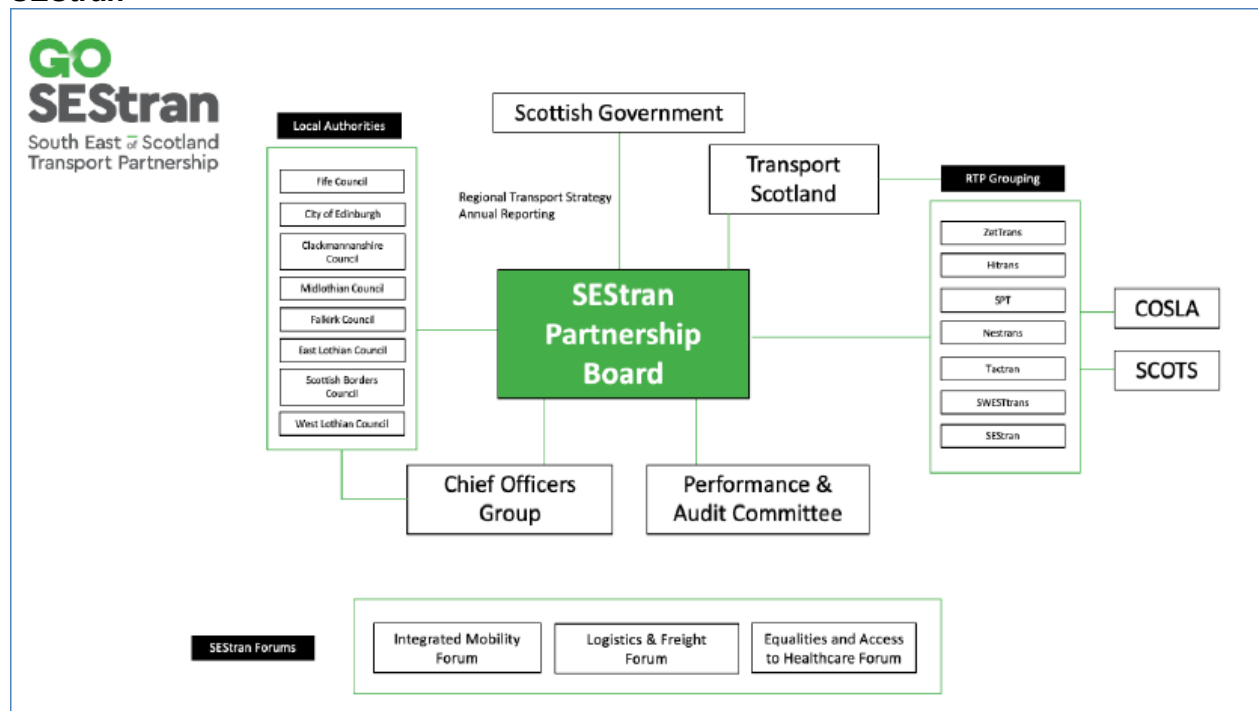
In that context, this concordat seeks to articulate a way of working that explains the practicalities of ‘why, what, who, where, when and how’ we could work together to help align governance, engagement, decision making and delivery of shared ambitions.

There is no additional resource requirement expected for SEStran or ESESCRD as a result of this concordat being agreed. Rather this concordat seeks to make better use of existing resources. Should more resources be made available, for example, as a result of successful bids for funding, these will be made available to all relevant partners.

The geographies and governance structures of both bodies are shown below:

Edinburgh & South East Scotland City Region





b) Strengths

Edinburgh and South East Scotland City Region Deal

Scope: The Edinburgh & South East Scotland City Region Deal Governance structure is well established and deals with a wide range of cross-cutting place-based themes (Innovation, Employability and Skills, Transport, Culture and Housing), in a collaborative way.

Representation: The established Deal governance structure already has ‘all the right people in the room’ at all its levels, and provides a firm basis for collaboration, engagement and delivery across a wide range of national, regional and local policy priorities and issues.

At the top of the structure (Joint Committee, Executive Board and Regional Enterprise Council) the public, private, HE/FE and third sectors are represented at the most senior level (Leaders and Chief Executives). There is also regular engagement with Governments at ministerial, Director and Deputy Director Level.

In the middle of the structure, the Directors of Place, Finance, Economy and HE/FE sectors across the region ensure that the thematic boards operate effectively. UK and Scottish Government are directly represented on the Directors’ Group.

In terms of delivery, local authorities and other relevant stakeholders (including Government and its agencies) work together to successfully deliver the Deal’s projects across its five themes over the past five years. One of these themes is Transport, which is overseen by the Transport Appraisal Board (TAB), which includes representatives from the local authorities, SEStran, HE/FE Sector and Transport Scotland.

The Deal structure is therefore reflective of a wide range of stakeholder interests and ambitions and is well-placed to be a platform for a consolidated regional voice.

It should be noted that the sovereignty of each local authority also remains, and the same is true of the other public, private and third sector organisations that participate within this governance framework. It is how parties engage and collaborate in this governance framework that sets the foundation and context for aligned autonomous decision making across these bodies.

Adaptability: The structure is sufficiently wide ranging and flexible that it can adapt to deliver new or an expanded scope of planned activity or can respond rapidly to address new issues as they arise. Two examples of this in the transport theme that the TAB has developed include: Delivering the Bus Priority Rapid Deployment Fund in 2020, and successfully acting as a sounding board to coordinate and develop a bid into the Bus Partnership Fund in 2021. Business cases for measures in a number of corridors for these measures are now being coordinated by subgroups of the TAB, and overseen by the TAB.

Long-Term: This structure provides a direct conduit to UK and SG in terms of Deal activity up to the Deal's lifetime in 2033, and beyond this in terms of the Regional Prosperity Framework delivery to 2041.

SEStran

The SEStran 2035 Regional Transport Strategy was approved by Ministers in March 2023, and provides the framework and a direction for transport in the southeast of Scotland area covered by the eight partner local authorities. SEStran will now work with partners to deliver the RTS. The immediate next steps are to:

- Align local transport strategies with Regional Transport Strategy;
- Prioritise regional schemes;
- Link strategies and plans across geographical LA boundaries; and
- Pilot innovative ideas.

SEStran will leverage its strengths to develop a range of strategies and initiatives to support partners to deliver the RTS. These will include:

- A regional bus strategy, including mass rapid transit and demand responsive transport (DRT)
- A regional EV charging strategy, including examination of the market following the forthcoming dissolution of ChargePlace Scotland
- Regional freight study
- Development and rollout of a regional, and ultimately national, journey planning app including DRT
- The establishment of a shared resource forum

Regional Transport Partnerships like SEStran are ideal organisations to incubate and test innovative new approaches in both urban and rural transport settings, for example MaaS (Mobility as a Service), Demand Responsive Transport (DRT), and sustainable logistic pilots.

SEStran works collaboratively with:

- Local authorities and transport operators on regional projects such as real time passenger information and bus partnership fund project work;
- Community groups to help and support them in delivering projects and studies (e.g. GO e-Bike and Newburgh Rail Station appraisal); and
- Wider national transport groupings through the national RTP network, working jointly to deliver national initiatives like Thistle Assistance and Travel Know How.

As the statutory body for regional transport planning and delivery, SEStran has a direct reporting relationship with the Scottish Government via Transport Scotland. and to the UK Government via the Department for Transport on UK transport policy initiatives and regulations.

3. Proposals for Complementary Working

a) (What and Where?)

The areas of focus for the two bodies would be first coordinated in the joint development of a Regional Transport Masterplan, which will complement STPR2 and the RTS, to set out a clear portfolio of regional programmes and projects and the approach to their funding and delivery (see page 3).

Both bodies agree that there are significant benefits in joint working within and beyond the SEStran area. The role and responsibilities of SEStran and ESESCRD to deliver the interventions will be agreed by both parties on a 'case-by-case' basis, depending on the type of intervention, skillsets required, availability of resources and optimal governance structure to deliver the outcomes effectively and efficiently.

Some examples of how this might work are set out in Table 1 below:

Table 1: Examples illustrating how ESES CRD and SEStran could potentially work together to realise transport programmes and interventions

Geography	Programme (example)	Interventions	Role of SEStran	Role of ESES CRD/TAB
Local Intervention	Local road improvements		No role	No role
	Local road improvements Cross boundary		Stakeholder and coordination	Is it delivered through CRD? Could be a TAB project?*
	Active Travel/cross boundary		Stakeholder and coordination	Is it delivered through CRD? Could be a TAB project?*
	Low Emission Zones	Assess regional impacts on rest of network and services.	Stakeholder and coordination of partnership mitigation	Stakeholder if it affects existing projects
	WETIP		Stakeholder and coordination	CRD project with TAB

Within SEStran Region (some but not all local authorities)	Green Forth	A number of programmes or projects that have or would benefit from cross regional co-ordination	Stakeholder in emerging Transport Group. Contribution to business case development. Links with SEStran study and freight improvements	Stakeholder and RPF alignment and Regional Transport Masterplan
Across all SEStran Region	Electric Vehicle Charging Point Provision	Shared procurement to deliver economies of scale to scale up and secure better buying power in delivery.	Merged planning & delivery SEStran & CRD	Merged planning & delivery SEStran & CRD
	Integrated Ticketing/app	Regional and national delivery and policy development	Coordination & delivery. Stakeholder in policy development	Stakeholder in delivery and policy development
	Freight improvements	Consolidation centres, improved driver facilities, cargo bikes, EV charging points	Merged planning & delivery SEStran & CRD	Merged planning & delivery SEStran & CRD
	MaaS & RTPI	Consolidation of travel information, ticket booking and payment. Passenger information and confidence	Coordination & delivery	Stakeholder
	Accessibility	Network assessable for all. Physical access and digital access (including telephony)	Stakeholder, coordinator, delivery	Stakeholder, coordinator, delivery
	Regional Transport Masterplan	Clear vision and pipeline of projects to deliver the ambition of RPF and RTS	Stakeholder, coordinator, delivery	Stakeholder, coordinator, delivery
Beyond SEStran region	Trunk Road Investment	Coordinated lobbying through multiple Deal governance structures on	Stakeholder	Stakeholder, facilitator

		transport (and other) issues could be very impactful in that context		
	High Speed Rail		Sponsor development, develop case for change stakeholder/ coordinator	Sponsor development, develop case for change stakeholder/ coordinator
	New rail corridors		Stakeholder/ coordinator	Stakeholder
	Rail Station Development		Sponsor development, develop case for change stakeholder/ coordinator	Sponsor development, develop case for change stakeholder/ coordinator
	Airport		Stakeholder	Stakeholder
	Ferry		Stakeholder	Stakeholder
	Drones	Drone regulation and corridors. Need to input into process and lobby for development in Scotland	Stakeholder/ coordinator	Stakeholder/ coordinator
	AI/Automated Vehicles	Regulation and corridors. Need to input into process and lobby for development in Scotland	Stakeholder/ coordinator	Stakeholder
	Alternative fuels	Hydrogen, EV, e-fuels etc development and testing	Stakeholder/ coordinator	Stakeholder

**TAB's remit initially only covered CRD projects, which are already defined and signed up to. However the remit has been expanded in the current Terms of Reference (see Appendix 1) that state: To assess and agree upon the optimal transport interventions to meeting the objectives of the City Region Deal; and to do so within the context of extant and emerging policies and strategies at national, regional, and local levels. The Terms of Reference are reviewed on an annual basis, with the next update due in November 2023.*

b) Governance (How?)

To ensure an aligned regional way of working, where planning, transport and housing strategies are aligned with the Regional Prosperity Framework in terms of content, direction and governance, the process through which associated transport interventions will be implemented must be clearly defined.

However, the opportunities for a blended delivery approach should always be taken advantage of where appropriate, to utilise the merits of each governance model, accessing regional knowledge/decision making, streamline the delivery, strengthen the opportunities of regional delivery and unify engagement with governments.

c) Timescales (When?)

The new approach would commence in autumn 2023.

The first priorities will be joint working to develop propositions for the Regional Transport Masterplan and Electric Vehicle charging expansion plan.

This will include agreement on:

- Its programmes and projects (prioritised);
- Detail on how the programmes and projects will be funded and any sources of monies and regulatory protocols that may have a regional dimension and that may help cross subsidise the desired outcomes (WPL / LEZ / Other forms of road user charging / integrated ticketing / DRT / MaaS / lobbying for national investment etc).
- Collaboration agreements for EV charging expansion; and
- Regional EV charging expansion delivery and operation.

4. Areas of Joint Working

SEStran and ESESCRD are committed to the following areas of joint working in seeking to deliver the Shared Vision:

1. Regular dialogue to understand each other's policy, planning, strategy, and delivery perspectives.
2. Deliver projects through the appropriate governance models (SEStran or City Region Deal), while taking every opportunity for collaborative delivery to maximise the efficiency and effectiveness of existing structures/forums.
3. Working closely and collaboratively on policy, planning, strategy research, analysis issues which are of strategic importance to both.
4. An open exchange of information during joint working, respecting any confidentiality required by either party
5. Developing a set of desired outcomes from the planning process as it relates to integrated land-use and transport planning and provision for the city region
6. Building on current and previous studies, plans and strategies to identify future economic development, land-use and transport integration solutions for the city region, in partnership with UKG & SG, Transport Scotland and other key agencies as required.
7. Identifying policies, actions and interventions which are based on a joint understanding of the development requirements of the city region which support the vision of the Economic Prosperity Plan, the emerging Regional Spatial Strategy and RTS.

- | |
|--|
| 8. Undertaking mutually beneficial joint economic development, transport and land-use modelling, research and analysis, and transport network modelling which will inform future planning and policy decisions in the city region. |
| 9. Where appropriate and agreed, jointly lobby external organisations on matters of mutual interest in respect of economic development, transport and related legislative and governance arrangements at a regional dimension |

5. Principles of Engagement

In support of the Shared Vision and Areas of Joint Working SEStran and ESESCRD will commit to the following:

- | |
|---|
| 1. SEStran will continue to be represented at the ESESCRD Transport Appraisal Board and local authority representatives on the City Region Deal Directors' Group will be responsible for delivery outcomes of the SEStran Chief Officers' Group |
| 2. SEStran will be a member of the external advisory group for development of future City Region Deal and associated funding proposals. ESESCRD proposals will be incorporated into the RTS Programmed Investment Plan and transport funding proposals. |
| 3. Communications will be undertaken in an open and transparent manner, with mutual professional respect, and a joint communications plan will be developed for strategic issues. |

Appendix 1: Transport Appraisal Board Terms of Reference

Terms of Reference for the Edinburgh and South East Scotland City Region Deal Transport Appraisal Board (TAB)

Last Discussed by TAB: 7 November 2022 (to be agreed by email by next meeting on 6 February 2023)

Next consideration by TAB due: 27 November 2023

Membership

The Edinburgh and South East Scotland City Region Deal Transport Appraisal Board (hereinafter referred to as 'the Board') to comprise:

- South East Scotland Regional Transport Partnership (SEStran)
- Transport Scotland
- Representatives from the six constituent local authorities
- Representative from the higher education/further education (HE/FE) sector
- City Region Deal Project Management Office (observer)

The Board is also able to co-opt representatives of other bodies and/or individuals for limited periods to address specifically defined matters.

Context

Investment in transport infrastructure is a major theme of the City Region Deal, as it is an essential component of driving inclusive growth. It extends across almost all of the other City Region Deal themes. Two specific named transport projects are included in the inventory of City Region Deal investments, these being the upgrade of the A720 Sheriffhall junction, and public transport improvements at West Edinburgh. There are also City Region Deal projects with significant associated transport elements, including Easter Bush, the Food and Drink Innovation Hub at Queen Margaret University and the seven strategic housing sites. City Region Deal investment projects need to maximise and seek to ensure that opportunities for improving accessibility across the region (as well as to areas outwith the region) are fully taken and need to align with appropriate strategies so as to meet the overall ambitions of the City Region Deal.

Purpose

To make recommendations to the Joint Committee on the approach towards delivering the transport elements of the City Region Deal Investment Programme. This will include recognition of pertinent strategies and include matters of overall regional policy and strategy in relation to City Region Deal aims, objectives, and specific investment projects.

Responsibilities

- To assess and agree upon the optimal transport interventions to meeting the objectives of the City Region Deal; and to do so within the context of extant and emerging policies and strategies at national, regional, and local levels. These include the National Transport Strategy 2, the Strategic Transport Projects Review 2, and the Regional Transport Strategy, as well as local transport strategies and local development plans, and any similar relevant plans/policies/strategies, including the Regional Spatial Strategy, that emerge during the City Region Deal period.
- To use that assessment as the basis for direct transport input to the City Region Deal's Regional Prosperity Framework, its Implementation Plan which will recommend priority regional transport interventions through "Big Move 3 - Sustainable Transport" and any subsequent review or update of that document.
- To work with the statutory planning and transport authorities of the region together with the statutory agencies and any other relevant bodies to deliver and manage responsible economic development and growth,
- To ensure that TAB input and resulting transport interventions, are consistent with the delivery of the regional spatial strategy.
- To ensure close liaison of the Board with the City Region Deal Boards responsible for Data Driven Innovation, Housing, and Employability/Skills.

- To ensure positive and regular engagement with the City Region Deal Regional Enterprise Council so as to be well-informed of the transport related views, issues and objectives of the commercial/business/third sectors.
- To use the extensive stakeholder base of the Board partners and the outcomes of consultation work by partners, to ensure that policy and strategy is suitably informed.
- To ensure a consistent approach to the business cases underpinning the specific transport projects, and those with a transport element, thereby enabling a region-wide view of the cumulative impact of transport related City Region Deal projects.
- To oversee the Edinburgh and South East Scotland Bus Service Improvement Partnership and its delivery of the interventions that will arise as a result of the TAB's bid to the Bus Partnership Fund. It is noted that Transport Scotland does not have a role in overseeing the Bus Service Improvement Partnership. With regard to the Bus Partnership Fund, Transport Scotland would not offer approval in this forum as this would be undertaken through Fund Governance.
- Transport Scotland may not have a locus to comment on regional matters, therefore approval from other TAB members would be more appropriate. With regard to City Region Deal business cases, formal approvals are given by Scottish Government and they seek advice from Transport Scotland as appropriate. Given the above, it should be taken that TAB approval only relates to Regional Partners unless explicitly stated that Transport Scotland approval has been granted.
- To engage with Transport Scotland as a statutory authority in relation to trunk road and rail network matters concerning other Deal projects and related regional matters overseen by the Board as appropriate.
- To assist in this work the Board will be expected to have regard to the following.
 - The strategic rationale, demand/need, objectives, evidence, costings and delivery programme and mechanisms for projects, their relationship and phasing in the overall programme, including cumulative impact.
 - Shared use of data to provide a common evidence base.
 - Recognition of best practice, including Treasury Green Book, and Scottish Transport Appraisal Guidance.
 - Access to funds and budgets.
 - Maintain an overview of the impact of interventions across the region through environmental and other assessments.
- To review these terms of reference on an annual basis to ensure that they remain relevant and optimal in supporting the delivery of City Region Deal objectives.

Meetings

Six weekly or as may otherwise be agreed by the Board; or as may be called by the Chair. Meetings will normally be held virtually on MS Teams to minimise travel demand on attendees. The City Deal Project Management Office will provide the secretariat.

Quorum

There is no quorum for the Board. Members can send substitutes from their respective organisations if desired.

Where the Board intends to adopt a position or make recommendations to the Joint Committee on transport matters, every effort will be taken to ensure that all members have had the opportunity to inform the Board's decision.

Sub Groups

Where agreed by the Board as necessary and beneficial, a sub-group comprising members of the Board and, with the agreement of the Board, any co-opted bodies and/or individuals, may be established for a specified period to consider and report to the Board on a defined relevant transport related matter.

Draft Annual Report 2022/23

1. INTRODUCTION

- 1.1 The purpose of this report is to present to the Partnership Board the annual report for the financial year April 2022 to March 2023.

2. ANNUAL REPORT

- 2.1 The Annual Report provides an overview of SEStran's project portfolio. It highlights the contributions that SEStran has 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.
- 2.2 Once approved by the Board, the Annual Report will be published online. It can be made available in alternative formats on request.

3. RECOMMENDATION

- 3.1 The Partnership Board is asked to note the contents of the draft document and any comments on the draft document are welcomed for discussion.
- 3.2 Approve the Partnership Director to amend the draft taking into account any comments and finalise for publication and circulation.

Keith Fiskien
Senior Partnership Manager
22nd September 2023

Appendix 1 – Draft Annual Report 2022/23

Policy Implications	New Regional Transport Strategy approved.
Financial Implications	Design costs can be met from within the existing budget.
Equalities Implications	Details of SEStran's Equality Mainstreaming work are contained within the Annual Report.
Climate Change Implications	The Annual Report highlights our Climate Change reporting publications and work on reducing the environmental impact of transport in the South East of Scotland.



South East of Scotland
Transport Partnership

Appendix 1

2022-23 Annual Report.

DRAFT

Contents

1. Foreword (Chair)
2. Who we are
3. What we do
4. Appendix: Annual Accounts and Reports
5. Contact Information

(Note page numbers to be confirmed pending final publication formatting)

DRAFT

Foreword (DRAFT)

Clr Colin Davidson, Partnership Chair

I am delighted to introduce this Report as the Chair of South-East of Scotland Regional Transport Partnership (SEStran) by marking a significant milestone in our journey. In March 2023, following approval by the Scottish Ministers, the SEStran Partnership Board officially embraced the new Regional Transport Strategy for the South East of Scotland, SEStran 2035.

This Strategy is the guiding framework for the future of transportation in the South East of Scotland, covering the eight partner local authorities: The City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, the Scottish Borders, and West Lothian.

SEStran 2035 fulfils SEStran's fundamental statutory obligation to publish an RTS under the Transport (Scotland) Act 2005.

The realisation of SEStran 2035 owes much to the close collaboration and engagement of our valued stakeholders. I would like to express my sincere appreciation for their unwavering support and invaluable contributions.

The transportation challenges in the SEStran region are diverse, ranging from urban congestion to rural public transport issues, declining bus services and ridership, and the need to foster integrated mobility, sustainable logistics, and freight hubs. Geographically and socio-economically, the region has significant diversity.

To reduce emissions from car-based transportation in the SEStran area, we will need affordable and sustainable travel options connecting all regions, a goal that SEStran and our stakeholders are committed to achieving.

In the wake of several years marked by lockdowns and travel restrictions, enhancing public transport services within the region has emerged as a shared priority across the transportation landscape. SEStran has engaged proactively with rail and bus operators, addressing regional concerns, from adjusting rail timetables to enhancing accessibility for passengers. Furthermore, SEStran has actively endorsed new initiatives aimed at improving the reliability and viability of public transportation services.

As we move into a "post-pandemic" travel landscape, SEStran 2035 will play a pivotal role by supporting interventions that promote behavioural change, modal shift, and the adoption of more sustainable modes of transport for essential journeys. The urgent focus on the climate crisis will significantly influence transportation and its infrastructure in the decades ahead, with a drive to achieve a net-zero carbon future.

We now share the duty across the South East of Scotland and beyond to build on our collective efforts and work collaboratively to implement the new regional transport strategy, tackling the diverse challenges with optimism and innovation.

Over the past year, the Partnership has undergone notable changes. After 9 years of dedicated service, Jim Grieve retired in December 2022, and Brian Butler took on the role as his successor. We are thrilled to have Brian on board, as he brings a wealth of experience to the position, making him a valuable addition to the Partnership.

In addition, Jim Stewart retired in March, and Anna Herriman moved to a new role with Midlothian Council. I extend my gratitude to both "the Jim's" and Anna for their dedication and enthusiasm, and I also wish Anna the very best in her new role.

Cllr Colin Davidson
Chair SEStran

(Insert photo signature and twitter)

Who we are

SEStran is the South East of Scotland Transport Partnership. We are one of seven statutory Regional Transport Partnerships in Scotland established under the Transport (Scotland) Act 2005. SEStran encompasses eight local authorities.

SEStran's Vision

A South-East of Scotland fully integrated transport system that will be efficient, connected, and safe; create inclusive, prosperous, and sustainable places to live, work and visit; be affordable and accessible to all, enabling people to be healthier; and delivering the region's contribution to net zero emissions targets.

(Insert Transport Image)

Our Objectives

(NEW RTS Objectives page 28 image)

SEStran Team

SEStran has a staff of 9, and 1 Cycling Scotland embedded officer, as of March 2023:

- Partnership Director, Brian Butler
- Senior Partnership Manager, Anna Herriman (Feb 2023)
- Strategy and Projects Officer, Jim Stewart
- Programmes Manager, Keith Fiskén

- Project Officer, Hattie James
- Active Travel Officer, Peter Jackson
- Business Manager, Angela Chambers
- Business Support Officer, Cheryl Fergie
- Business Support Assistant, Nikki Boath
- Cycling Scotland Officer, Beth Harley-Jepson

Local Authority Partners

City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

(Insert Map of Scotland with SEStran Region.)

Headquarters

SEStran's operational and administrative premises are based in Edinburgh at Victoria Quay.

Governance

Decision Making Structure

SEStran's main policy and budgetary decisions are taken by the Partnership Board, which consists of 20 Councillor and nine Non-Councillor members. Operational decisions are taken by the Partnership Director and other officers in accordance with the List of Officer Powers which forms part of SEStran's [Governance Scheme](#). The Scheme is reviewed regularly and was last updated in March 2023.

The Partnership Board delegates some decisions to Committees in accordance with the Governance Scheme. The Performance and Audit Committee remit covers scrutiny of performance, staffing, standards and audit. It comprises a Councillor member from each constituent authority, and two non-Councillor members. It is currently chaired by Councillor Russell Imrie.

The Succession Planning Committee remit covers matters related to succession planning and Board appointments. Its membership consists of the Partnership Chair, two Board members, the Partnership Director, the Partnership Secretary and a Human Resources adviser.

Partnership Board

The board consists of 20 elected members from the partnership local authorities and nine appointed non-councillor members. The Partnership Board meet quarterly, and as of the 31st of March 2022 include the following members.

Partnership Board – Insert Names and Images as of March 2022

Non-Councillor Members – Insert names

Equalities Duty

SEStran is a listed public body under the Equality Act 2010 and the Equality Act 2012 (Scotland) Specific Duties Regulations, and as such have a duty to publish a biennial Equalities Mainstreaming Report and a set of Equality Outcomes to enable the organisation to better perform the equality duty.

SEStran published a new set of [Equality Outcomes 2021-2025](#)¹ in April 2021 and published a biennial progress report in April 2023. [Progress Update 2023: Equality Outcomes 2021-2025](#)

The draft outcomes went out to consultation in February 2021. Analysis of the data indicated broad support and agreement for all the outcomes. Key comments included that SEStran statutory meetings should remain being hosted remotely, to remove barriers facing disabled people travelling to physical meetings.

The final report and new Equalities Outcomes were approved by the Board in March 2021 and the Progress Update 2023 in March 2023.

Cyber Security

In order to comply with the Scottish Government's Public Sector Cyber Security Action Plan, SEStran carried out a robust review of its IT provision. Under the scheme, an independent cyber security consultant was appointed in 2018 and audited the partnership's IT environment. The outcome of this audit was SEStran being awarded Cyber Essentials Plus accreditation. SEStran were re-audited in 2023 and retained the award. This accreditation will be kept under review to ensure compliance is maintained, before the next planned audit in 2024.

What we do

SEStran Regional Transport Strategy

In March 2023 Scottish Ministers approved and the SEStran Partnership Board formally adopted the new Regional Transport Strategy for the South East of Scotland, SEStran 2035.

The Strategy provides the framework and a direction for transport in the south east of Scotland area covered by the eight partner local authorities: The City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, the Scottish Borders and West Lothian.

SEStran 2035 fulfils the key statutory duty of the South-East of Scotland Regional Transport Partnership (SEStran) which was set up under the Transport (Scotland) Act 2005. This Act also set the requirement to produce a statutory RTS to provide a strategic framework for transport management and investment for the Partnership area.

The RTS has been prepared to replace the Regional Transport Strategy 2015 -2025 Refresh published in July 2015. It replaced the original SEStran Regional Transport Strategy 2008 – 2023 published in November 2008.

It is essential that the RTS addresses the transport problems and issues being experienced in the SEStran area. The purpose of this RTS is to set out these challenges and how SEStran proposes to respond to them.

This RTS has been prepared in accordance with RTS development guidance (Transport Scotland, 2006), the Scottish Transport Appraisal Guidance (STAG) and all relevant legislative and policy requirements. It is supported by a suite of evidence drawn from published policy documents, data analysis as well as stakeholder and public consultation. This has been set out in the documentation accompanying the development of the RTS. This includes a STAG Case for Change report which details the problems and issues that need to be considered by the RTS as well as defining options to address them along with the strategy objectives. The options which emerged from the Case for Change also underwent appraisal with the findings outlined in the STAG Preliminary Options Appraisal report.

Ambitions for the Regional Transport Strategy - SEStran 2035

SEStran 2035 supports interventions to promote behaviour change, modal shift, and the use of more sustainable modes of transport for journeys that need to be undertaken. There is an ever-increasing focus on the climate crisis we are currently facing and working towards a net zero carbon future will be a major influence on transport and its infrastructure in the decades to come.

The SEStran area's transport challenges range from urban congestion to rural public transport and declining bus services and patronage, and from the need to deliver more integrated mobility, to sustainable logistics and freight hubs. The region is highly diverse from both a geographic and socio-economic perspective. While Edinburgh is expected to play a major role in the economic recovery post-Covid, even before the pandemic other communities in the region were severely affected by social and economic deprivation, further impacted by limited access to sustainable and affordable travel choices. However, the spatial analysis work undertaken to support the draft RTS very clearly shows the dominance of car use for commuting to jobs anywhere other than Edinburgh city centre and it is important to acknowledge that a 'whole region' approach is required if car traffic reduction targets are to be met.

Affordable, sustainable travel options between all regions will be needed for effective reduction in car-based transport emissions SEStran 2035 Regional Transport Strategy to be delivered. Furthermore, revised draft NPF4 has a major focus on development that reflects the sustainable travel hierarchy and sustainable investment hierarchy by making best use of existing infrastructure and services. This emphasis on Liveable Places and a place-based approach to communities support reduced car dominance and will be a key factor in the future.

(Insert Partnership working Image)

The Regional Transport Strategy – regional monitoring

It is of paramount importance to closely observe the progress of the recently introduced Regional Transport Strategy (RTS) in order to comprehensively evaluate its effectiveness in achieving the designated Strategy Objectives and Vision. To facilitate this assessment, a comprehensive set of Key Performance Indicators (KPIs) has been meticulously devised, all of which are directly aligned with the Strategy Objectives. These KPIs have been outlined below, drawing strong parallels to the ones previously formulated for the monitoring of the National Transport Strategy 2.

These selected KPIs will serve as vital instruments for gauging the transformation in the performance of the regional transportation system. This assessment will be undertaken in comparison to a well-

established baseline, initially established through the STAG Case for Change report. This baseline has been set before the RTS implementation took effect.

Regular intervals of two years will witness the production of monitoring reports, outlining the notable trends pertaining to regional transport and behavioural patterns. These trends will be analysed in relation to the defined KPIs. Moreover, these periodic monitoring reports will present an inclusive overview of the advancements made in pursuit of the actions outlined for each of the Regional Mobility Themes.

Hence, through a monitoring approach, the evaluation of the RTS will be a well-informed process, offering insights into its impact on the regional transport landscape and its alignment with the strategic goals.

(Insert Kelpies Image)

Formal Partnership Meetings and Forums *insert icons*

The **Partnership Board** meets quarterly and did so, with four meetings during the reporting period. At its meetings, in addition to dealing with standard business, the Board considers relevant topics, with an in-depth presentation and discussion. Topics in this period included the new Regional Transport Strategy, rail schedules and improvement updates from ScotRail and the national rollout of the Thistle Assistance programme. These topics generated considerable insight which was shared in SEStran forum groups.

SEStran's quarterly **Performance and Audit Committee** and **Chief Officers' Liaison Group** meetings are held prior to each Partnership Board meeting and help shape the business of the Board.

The **Succession Planning Committee** meets biennially. The last meeting took place in November 2021, where the Committee approved a revised version of the Board Diversity Succession Plan and a meeting will be held in 2023 to consider increasing the diversity of the Board by appointing Board Observers..

SEStran hosts three forums which are all held twice a year. The aim of these forums is to facilitate policy and technical discussions within a South East of Scotland context and provide a platform for greater stakeholder engagement across the region.

Integrated Mobility Forum: aims to develop a better understanding of the opportunities to improve implementation and understanding of integrated mobility in the region. The primary focus is to facilitate discussions between stakeholders to make progress in reducing the number of single occupancy car journeys, maximise the use of public transport and maximise active travel opportunities.

Logistics and Freight Forum: aims to support economic growth and resilience across the region by developing, promoting and implementing sustainable business and distribution solutions. The forum supports constructive partnership between local authorities, government agencies, business and representative groups. The forum aims to provide a unified, regional voice in working with organisations such as Transport Scotland, Network Rail and ports authorities.

Equalities and Access to Healthcare Forum: aims to deliver our Equality Outcomes and legislative requirement to consult Health Boards and those who represent those with or who share a protected characteristic. The forum covers how equality issues should be considered and “built in” to future transport strategy development.

More information on SEStran’s decision-making structures is provided at Governance, below.

(Include link /page number)

(source and insert image)

Public Transport Support

Following several years marked by lockdowns and travel restrictions, the imperative to bolster public transport services within the region has emerged as a shared priority across all layers of the transportation landscape. SEStran has taken a proactive stance on this, maintaining consistent communication with both rail and bus operators. These ongoing discussions encompass various regional concerns, ranging from adjustments to rail timetables to tackling accessibility issues for passengers. Beyond this, SEStran has taken on an active role in endorsing novel initiatives aimed at enhancing the reliability and viability of public transportation offerings.

Throughout 2022-23, SEStran further expanded its engagement within regional Bus Alliances groups. In alignment with this, the organization played a pivotal role in facilitating applications to Transport Scotland's Bus Partnership Fund (BPF). This fund is designed to materialize innovative strategies that combat congestion and elevate journey time reliability for bus services. The successful outcome of these efforts is evident through the funds awarded to bids from the preceding year, with an additional two new Alliances' bids, supported by Midlothian and West Lothian Councils, securing substantial awards. This collective success raises the total BPF awarded within the region to an impressive £6.57 million.

SEStran's influence extends to shaping the operational foundation of emerging Bus Alliances. The organization has actively contributed to the formulation and dissemination of model terms of reference and governance structures for these Alliances. This proactive involvement serves as a stepping stone toward cultivating more structured Bus Service Improvement Partnerships (BSIPs). A key factor in this achievement has been the collaborative and positive engagement not only with bus operators but also with public sector stakeholders.

In parallel, SEStran has achieved significant progress in the realm of Real-Time Passenger Information (RTPI). Through a collaborative partnership with the City of Edinburgh Council, a new system has been successfully delivered for the region. This system brings about an enhancement in the quality of bus arrival data throughout the region. This collaboration is fortified with a secure arrangement spanning five years, with substantial potential for growth. The interconnected nature of these efforts collectively contributes to a cumulative impact that reverberates throughout the region, thereby fortifying the provision of public transport services and elevating the commuting experience for passengers.

Thistle Assistance Programme *insert icons*

The Thistle Assistance Programme stands as a pioneering initiative, dedicated to delivering exceptional support to individuals with disabilities. This program goes beyond conventional assistance by actively recognising and addressing the unique needs of these individuals, while also ensuring that transportation personnel are well-informed and responsive to those needs. The stewardship and administration of Thistle Assistance is undertaken by SEStran, acting on behalf of Scotland's seven Regional Transport Partnerships (RTPs). The program's inclusion in Transport Scotland's 'Going Further: Scotland's Accessible Travel Framework' is an acknowledgment of its significance.

Throughout the fiscal year 2022-23, SEStran has engaged in close collaboration with various transport providers, members of our communities facing mobility challenges and disabilities, as well as members of the SEStran Equalities and Access to Healthcare Forum. This concerted effort was aimed at gaining deeper insights into the obstacles and concerns that individuals encounter while utilizing public transportation. The knowledge gleaned from these interactions has played a pivotal role in shaping the evolution and expansion of the Thistle Assistance Programme.

SEStran and the other Regional Transport Partnerships continue to foster productive partnerships with notable entities such as ScotRail, Lothian Buses/Trams, Stagecoach, McGill's Buses, Transport Scotland, Traveline Scotland, the Confederation of Passenger Transport, and Bus Users Scotland. This collaborative effort seeks to seamlessly integrate the innovative Thistle Assistance approach into existing operational frameworks. The objective is to heighten awareness among transportation service providers regarding the challenges faced by customers, equip them with the ability to identify these challenges, and empower them to engage with and aid these individuals effectively.

A spirit of collaboration persists as SEStran works tirelessly to bolster the promotion of Thistle Assistance across Scotland. This is achieved through a twofold approach: increasing overall awareness of the program's existence and purpose and providing comprehensive training tools to transport providers. As part of this effort, the program has partnered with operators to craft informative posters and leaflets. These materials are designed to generate awareness among staff members and facilitate their training, thus enhancing their capacity to cater to the needs of individuals requiring assistance.

Thistle Assistance VoyagAR - Journey Planning and Wayfinding

SEStran through the development and implementation of two key projects, Real Time Passenger Information, and the Thistle Assistance Programme has identified a need to improve the door-to-door journey for people with mobility challenges allowing them to access the public transport network more easily and with confidence – combining journey planning, wayfinding, and disability awareness into one easy to use and versatile platform.

The VoyagAR platform would deliver in two key areas which respond to passengers needs as identified by the Campaign for Better Transport¹:

- improving availability of information.

¹ Transport Research Laboratory (2011) – Door to Door Journeys www.bettertransport.org.uk/files/door-to-door-journeys-full-report.pdf

- making connections between different steps in the journey, and different modes of transport, easier.

People rely on public transport to access jobs, services, facilities, family, and friends. While many of the barriers identified by disabled people and non-disabled people in undertaking journeys are the same, the impact can be different².

In May 2021 after a successful competition Sentireal was appointed by SEStran to take the project forward from Phase 1 to Phase 2 with £150,000 of funding from Scottish Enterprises Can Do Innovation fund.

The overall system architecture for VoyagAR has been defined, consisting of three cooperating software applications:

- A mobile application that the Traveller uses to plan journeys, perform journey wayfinding, and message an authorised Carer or emergency contact.
- A web application, that executes on all modern web browsers, that an authorised Carer uses to message the Traveller and track their journeys. The Carer can also use the web application to plan journeys on the Traveller's behalf, if necessary
- A web service, hosted in the cloud, that provides the mobile and web applications with various cloud-based services, including geographical mapping and directions, public transport scheduling and user account management.

Work will continue next year with the testing and launching of a prototype scheduled for late Summer 2023.

<https://www.thistleassistance.com/>

(Insert image and logo)

Real Time Passenger Information (RTPI) *insert icons*

SEStran embarked on an ambitious initiative aimed at enhancing the predictability and reliability of bus travel through the implementation of a comprehensive network of Real-Time Passenger Information (RTPI) screens across the entire region. Commencing in 2010, this endeavour involved collaborative efforts with various partners to establish a robust network comprising more than 200 screens strategically positioned at key travel hubs. These hubs encompass a diverse range of locations, including railway stations, park and ride facilities, hospitals, educational institutions such as colleges and universities, bustling shopping centres, and major employment centres.

As part of its ongoing commitment to innovation and service improvement, SEStran recently engaged in a collaborative venture with the City of Edinburgh Council and Journeo. The objective of this partnership was to conceive and introduce a unified regional RTPI system, tailored to cater to the

²

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706248/accessibility-action-plan.pdf

diverse transportation modes, namely buses, trains, and trams. This system aims to revolutionize the quality of information delivered through the public-facing regional screen network. By seamlessly integrating data from various transport operators and incorporating scheduled information, the new system strives to offer passengers an enhanced level of insight and convenience.

The culmination of this collaborative effort led to the system going live in December 2021, followed by the phased integration of operator data in the subsequent months. This milestone marked a significant leap forward in empowering passengers with real-time information, thereby enabling them to make informed decisions and experience a more seamless journey.

SEStran's dedication to enhancing the transportation experience extends beyond the realm of digital screens. In collaboration with partner local authorities, the organization is actively involved in an initiative to introduce new on-street signage across the entire region. This ongoing work, again executed in partnership with the experienced contractor Journeo, aims to provide clear and concise information to passengers at key points along their journeys throughout the region. This comprehensive approach, combining digital displays and physical signage, is poised to revolutionize the way individuals navigate the regional transportation landscape.

(Insert RTPI Images)

GO SEStran project:

Mobility as a Service (MaaS) seeks to unify all modes of transport in a digital environment, meaning that people wanting to make a journey can plan, book and pay for it using a single app.

SEStran were successful with a bid to Transport Scotland for the Maas Investment Fund, and received £212,440 in September 2021. This was a third of the original bid, so led to an innovative approach of sharing the MaaS platform licence with Tactran. The GoSEStran app launched in July 2022, powered by Fuse Mobility. The app included integrations to various transport modes such as trains, buses, taxis, community transport and e-bikes. The GoSEStran app also has access to real time passenger information and a map to show the users location of park & ride, electric vehicle charging and journey hubs. The pilot was initially focused in Esat Lothian, and has over 1000 users on the app.

One objective in SEStran's bid was to test how DRT and MaaS influence each other. After going out to procurement, SEStran awarded a contract to The Routing Company to work in partnership with Prentice Coaches to create a new DRT route in East Lothian which will go live March 2023. This new DRT service will also be integrated into the GoSEStran app.

SEStran were successful with a joint bid with Tactran to Smarter Choices Smarter Places to fund the licence and continued work on the GoSEStran pilot up to March 2024.

SEStran Strategic Network – Cross Boundary Active Travel Routes, connecting people and places.

2022-23 saw the end of the partnership funding between Sustrans Scotland and SEStran, with a final allocation to the BioQuarter Active Travel Corridor project. Following wider transport reviews across the City of Edinburgh, a number of design revisions were required to facilitate future projects and

safeguard the active travel corridor design. This design work will enable the project to go to construction within the City of Edinburgh’s capital design budgets. The partnership with Sustrans has been very successful over nearly a decade bringing staff, expertise, and catalogue of projects over the years, many of which have resulted in on the ground improvements. While no formal partnership will exist SEStran will continue to work with Sustrans and other active travel partners.

A fifth year of bidding to Transport Scotland secured further development of routes across the Strategic Network, continuing development of routes in Clackmannanshire, Falkirk and West Lothian with detailed utilities and topographical survey work. These routes included Addiewell-Livingston,; Larbert-Falkirk, and Falkirk-Polmont. These detailed surveys will form part of the next phases of consultation and detailed design.

To enhance the understanding of strategic active travel movements across the region, a successful bid was made to secure multi-modal monitoring sensors. These ‘smart’ sensors will distinguish between differing modes of travel and offer an informed picture to the suitability and design considerations for routes across the region. The sensors will be in place for up to 5 years to inform and monitor against planned infrastructure changes as they progress.

(Insert active travel image)

GO e-Bike *(insert icons)*

GO e-Bike is a regional e-bike share programme with a growing number of locations across the South East of Scotland. Launched in April 2017 with the aim of increasing usage and awareness of power-assisted cycling across the region and beyond, the programme supports community outreach charities, sustainability organisations, tourism and hospitality outlets, healthcare practitioners, and academic institutions. The programme also incorporates a public hire scheme at four sites in East Lothian and Midlothian.

Our community Go e-bike hubs were supported with refreshed e-bike fleets to continue to enable them to offer e-bikes hires and trials to their local communities. As well as standard e-bikes, an adaptive e-bike and three e-cargo bikes were also provided to hubs.

(Insert GO e-Bike logo/ERDF/TS Logos)

Working in Partnership with Cycling Scotland

SEStran’s Regional Cycle Training and Development Officer (RCTDO) continued to support Bikeability Scotland Local Authority Co-ordinators. Delivery rates of Bikeability Scotland demonstrated an increase from the previous year. As at March 2023 three of the eight SEStran Local Authorities were on target to reaching delivery of Bikeability Scotland at 100% of their primary schools.

Capacity to deliver adult cycle training and Bikeability Scotland is being supported nationally with the provision of grant funding direct to delivery organisations and instructors.

(Insert Cycling Scotland logo)

Regional Rail Liaison Meeting *insert icons*

SEStran along with Transport Scotland, Network Rail, ScotRail and Cross Border Train Operating Companies (TOCs) continued to engage via the quarterly South East Scotland Regional Rail liaison meeting. The meetings centred on the key rail issues (timetabling, infrastructure development, accessibility and integration with other transport modes) within the SEStran region and are an opportunity to share information with key stakeholders to better understand problems, identify challenges and opportunities, and improve the delivery of rail services across the South East of Scotland.

East Coast Mainline Authorities (ECMA) *insert icons*

The Consortium of East Coast Main Line Authorities (ECMA) works to secure investment, improve the passenger experience, improve capacity and reliability and shorten journey times on the East Coast Main Line.

ECMA is a cross-party group of Councils, Combined Authorities and Scottish Regional Transport Partnerships throughout the area served by the East Coast Main Line. Each has a responsibility for enabling economic growth in their own sections of the line – the backbone of the UK economy. The Consortium allows members to speak with a single voice.

The East Coast Main Line is one of the UK's most strategic rail routes. Stretching more than 500 miles, from Inverness and Aberdeen, through key stops at Edinburgh, Newcastle and York to London. A third of the UK population lives within 20 minutes of an East Coast Main Line station and together they deliver 41% of the UK's GDP.

Both SEStran's Chair and Partnership Director continue to represent the Regional Transport Partnerships (Tactran, Nestrans and Hitrans) with an interest in the east coast mainline as ECMA Vice Chair and Officer Group representative, respectively. Over the year, based on data from studies funded by the Consortium, the organisation has made a number of approaches to both governments to encourage increased investment in the line.

(Insert ECMA logo and rail image)

The GO SEStran Forth Freight Strategy

The GO SEStran Forth Freight Strategy has been funded by Transport Scotland through the Local Rail Development Fund. The SEStran region is of significant economic value to the Scottish economy and is a major generator of freight movements.

This study looks to investigate existing freight movements, the barriers faced by multimodal freight terminals when trying to target and encourage customers to make the switch and evaluate the potential environmental benefits and commercial viability of sustainable freight/goods movements. It also acknowledges the key role that road freight plays and how it supports other modes such as rail freight. Therefore, interventions to support a more efficient road freight sector will also be explored.

This study has been delivered on behalf of SEStran and Forth Ports by consultants AECOM Ltd.

Using Scottish Transport Appraisal Guidance (STAG) principles, the aim of the study is to explore the development of sustainable multimodal freight gateways and potential for freight consolidation centres at key locations to maximise the sustainable movement of freight over regional, national and local movements.

The completed Case for Change was approved by Transport Scotland in December 2021 and work began on the Options Appraisal and sifting in February 2022, this work will continue over the next 6 months.

The Preliminary Appraisal will examine Individual Options and Packaged Options associated with helping promote more sustainable, efficient, and reliable freight movements for the SEStran area, whilst helping promote the region as a competitive international freight hub. In-line with Transport Scotland's Guidance on Transport Appraisal (STAG) as well as being informed by best practice, each identified intervention will be robustly appraised against the identified Transport Planning Objectives (in the Case for Change), its perceived Strategic Fit, the latest STAG criteria as well as against Feasibility, Affordability and Public Acceptability.

In addition to the detailed evidence base as set out within the Case for Change informing the appraisal process are the outcomes of a significant and wide-ranging engagement process that has been undertaken with a variety of stakeholders and decision-makers across the SEStran region. The outcomes from this comprehensive stakeholder engagement have been invaluable in not only informing the appraisal of the overall deliverability of possible interventions but also in helping with the selection of interventions for the next stage of the appraisal process, which is Detailed Appraisal.

Newburgh Transport Appraisal

The Newburgh Train Station Group (NTSG), South East Scotland Transport Partnership (SEStran) and Fife Council, with the support of SYSTRA Ltd, are working together to develop proposals to improve sustainable transport to and from Newburgh.

This initiative builds upon the groundwork previously established by NTSG, with a key focus on amplifying connectivity between Newburgh and pivotal locations such as Perth, Edinburgh, and Fife. These endeavours are guided by the principles outlined in the Scottish Transport Appraisal Guidance (STAG).

The inception of this journey involved the creation of an evidence-based "Pre-Appraisal" (Case for Change) as the initial stage. This phase encompassed the compilation of pertinent socio-demographic and transport data specific to the study area. Additionally, the formulation of precise Transport Planning

Objectives (TPOs) for the overarching study was undertaken, along with the assembly of an initial inventory of potential interventions aimed at addressing identified challenges and opportunities.

Following this, the progression into the subsequent phase of the STAG process, known as the "Initial Appraisal," took place and was completed by December 2020. During this stage, a deeper qualitative evaluation of the potential interventions occurred, rigorously scrutinizing them against the five fundamental STAG criteria: Environments, Economy, Safety, Integration, and Accessibility/Social Inclusion. The assessment also factored in aspects of Feasibility, Affordability, and Public Acceptability to provide a comprehensive overview.

Presently, the outcomes and insights garnered from the third and final stage, aptly named the "Detailed Options Appraisal," are currently undergoing deliberation with Transport Scotland. The culmination of this stage resulted in the Detailed Appraisal Report, which meticulously examines the interventions in a more intricate manner against the core STAG criteria. This report also factors in elements like Cost to Government and Risk and Uncertainty, providing a well-rounded evaluation.

This collaborative project, marked by systematic evaluations and diligent appraisals, underscores the commitment of the community, Fife Council and SEStran to propel Newburgh's sustainable transportation landscape into a more robust and interconnected future.

<https://newburghsustainabletransport.co.uk/>

Levenmouth Rail Link

SEStran has supported the Levenmouth Reconnected project, which guides the development of the new Levenmouth rail link and associated bus and active travel transport linkages. The Levenmouth rail extension, involving a new stop and station at Cameron Bridge as well as the new station at Leven, is due to be operational in 2023. SEStran's involvement in the project has been consistent since the initial Sustainable Transport Study was undertaken by Transport Scotland on the re-opening of the Levenmouth rail link.

During 2020-21, SEStran commissioned work, in partnership with Fife Council, to identify funding for a feasibility study for Mobility Hubs within the Levenmouth Reconnected project, following on from the publication of SEStran's Mobility Hubs Strategic Study published in Spring 2020.

Parts of the Levenmouth area are currently ranked amongst the most deprived in Scotland (Scottish Index of Multiple Deprivation - SIMD 2020). Easier and more sustainable travel options will make it easier for people to reach hospitals, schools and visit other areas of the country as well as giving better access to Levenmouth and SEStran's involvement over the past year has focussed on ensuring that connections between different transport modes are maximised.

Construction is well underway with the new line due to be opened in spring 2024.

<https://www.transport.gov.scot/news/levenmouth-on-track-for-rail-investment/>

International Projects

Throughout 2022/23, SEStran continued to participate in EU funded projects, progressing and testing innovative solutions for Mobility as a Service, shared mobility, last mile / urban freight, smart and secure freight consolidation, as well as reviewing the effectiveness of regional transport policies implemented during Covid-19 travel restrictions. Working closely with European partners and contributing gained knowledge and ideas is of immeasurable benefit to the delivery of SEStran's RTP and the transport system in the region. SEStran's involvement in EU funded activity is agreed until project conclusion (by mid 2023) and funding is underwritten by UK Treasury.

PriMaaS – Prioritising Mobility-as-a-Service (an Interreg Europe project) insert icons

The PriMaaS project focuses on 'prioritising low carbon mobility services to improve accessibility of citizens'. SEStran is representing the region in a consortium of ten European transport partners to promote Mobility-as-a-Service (MaaS) through policy development.

SEStran hosted a meeting of the PriMaaS partners in Edinburgh, between 4th and 6th April 2022. The event was very successful in continuing the exchange of experience and knowledge between SEStran and European partners on MaaS and related topics such as DRT.

In addition, in the current year SEStran completed, with the assistance of consultants IBI Group, one of the key deliverables of the Project, which was an Action Plan showing how lessons learned from other partners' experience had contributed to policy changes on MaaS in the SEStran area. More information can be found on: <https://www.interregeurope.eu/primaas/>

CONNECT - Connecting North Sea Region's TEN-T nodes and supporting intermodal freight movement in the North Sea Region through smart efficiency enhancements insert icons

As a key milestone within the scope of Work Package 3 of the Interreg North Sea CONNECT project, SEStran proudly announces the successful completion of the comprehensive report titled 'Bottlenecks in intermodal networks of the North Sea Region'.

This encompassing report serves as an integral component of the project's objectives, aiming to foster enhanced connectivity and efficiency within intermodal networks across the North Sea Region. The diligent efforts of SEStran, in collaboration with project partners, have culminated in this illuminating report, which presents a thorough analysis of bottlenecks and challenges that impede the fluidity of transport networks within the region.

Furthermore, this report takes on an additional role, serving as a complement to the appended 'Forth Inland Waterway Freight Study: Preliminary Options Appraisal'. This strategic linkage is designed to offer an enriched spatial context and a nuanced understanding of the prevailing political landscape, a factor amplified by the UK's withdrawal from the European Union. This dynamic interplay between

spatial context and political dynamics provides an invaluable backdrop against which the proposed measures can be effectively evaluated.

At the heart of this endeavour lies the intention to facilitate sustainable intermodal freight and logistics movements within the dynamic South East of Scotland. The 'Forth Inland Waterway Freight Study' offers a comprehensive examination of potential pathways for the freight sector to transition toward more sustainable models. This transition is executed with a keen awareness of the existing road freight infrastructure's significance, not only within the bounds of Scotland but across the broader expanse of the United Kingdom.

In essence, these collaborative efforts undertaken by SEStran, as part of the Interreg North Sea CONNECT project, are instrumental in paving the way for improved regional connectivity, efficiency, and sustainability. The completion of the 'Bottlenecks in intermodal networks of the North Sea Region' report and its harmonious partnership with the 'Forth Inland Waterway Freight Study' reflect SEStran's dedication to informed decision-making and transformative solutions in the ever-evolving landscape of transportation and logistics.

More information can be found on: <https://northsearegion.eu/north-sea-connect/about/>

SURFLOGH: Sustainable Urban Logistics Hubs *insert icons*

As part of the SURFLOGH project, Edinburgh Napier University, and the South East of Scotland Transport Partnership (SEStran) have collaborated to delve into the realm of urban sustainable logistics. This collaborative effort encompasses an in-depth exploration of strategies aimed at establishing sustainable solutions for both the first and last mile in urban freight movement. These strategies encompass a range of innovative approaches, including consolidation depots, locker systems, and dynamic mobile consolidation options that leverage a diverse array of transportation methods such as cycle logistics, drones, automated vehicles, and electric vans.

The burgeoning trend of macro-online shopping and internet-driven commerce has led to a surge in smaller volume and shorter distance freight movements. These movements have acquired greater significance within the logistics landscape, a significance further magnified by the impacts of the Covid-19 pandemic and subsequent lockdown measures. It's evident that the role of these smaller-scale movements has expanded significantly, underscoring the need for tailored and sustainable approaches to address the challenges they pose.

Maintaining a reliance on traditional heavy goods vehicles (HGVs) and conventional internal combustion engine-powered 'white vans' for urban logistics can lead to a compounding of negative externalities, notably congestion and emissions. As business volume continues to escalate, so too do these adverse effects. This compels a shift toward more sustainable modes of freight transportation to curb these impacts and forge a path towards a more environmentally conscious future.

To establish a truly sustainable transport ecosystem, it is crucial to comprehend the triggers and strategies that can prompt businesses and consumers to transition to more environmentally friendly freight transport methods. This entails not only concentrating on the last mile of the logistics chain but

also seizing the opportunity to influence modal shift earlier in the supply chain. Thus, transforming the first mile into the sole mile becomes an innovative and potent approach to sustainable urban logistics.

The collaborative efforts between Edinburgh Napier University and SEStran within the SURFLOGH project signal a proactive approach toward tackling the complexities of urban sustainable logistics. By exploring diverse solutions, optimizing the first and last mile, and instigating a shift towards greener transportation modalities, this work is aligned with the RTS aims of constructing a more sustainable and resilient transport system for urban freight movements.

The next stage of SURFLOGH will look at combining the first phase outputs based on the project pilots and research, building on ideas of consolidation centres, locker systems, delivery vehicles and locally/community focused networks and linking up local businesses with a wider community focused clientele, and local government with the ability to offer a range of local produce combined with 'out of area goods' consolidated and delivered in one package. This work is due to be complete by May 2023.

The development site at Perth West³ will be used as a location for this work. Stage one of Perth West includes a city consolidation/last mile delivery centre and a mobility hub. These will be connected physically and digitally to an active travel programme leading to a series of established communities land the city centre. An extension of the Broxden Business Park and a new housing neighbourhood also form part of stage one.

The aim is to connect all these uses to a smart renewable energy network. This will be Scotland's first green, city 'living lab'.

More information can be found on: <https://northsearegion.eu/surflogh/about/>

[INSERT SURFLOGH LOGO/IMAGE/INTERREG LOGO]

BLING: Blockchain in Government

In 2018 SEStran entered the EU Interreg North Sea Region project BLockchain IN Government (BLING). BLING builds upon the substantial investments by the EU, national governments, corporations, SMEs and wider networks to provide one of the first dedicated platforms to bring blockchain into local and regional services. BLING provides a unique combination of public authorities, knowledge institutions and SMEs who will work to accelerate the adoption and deployment of blockchain across the NSR to enable the creation and delivery of the next generation of smart services for citizens, governments, and SMEs.

The South East of Scotland Transport Partnership collaborated with the Centre for Design Informatics at the University of Edinburgh, exploring opportunities around Blockchain technology developing practical transport focused applications for the technology with the development of a pilot project in the South East of Scotland. The pilot project, GeoPact, used prototyping ways to create Location Based Smart Contracts - agreements about the location and relations of smart objects in space that allow

³ <https://www.perthwest.com/>

conditions such as proximity or co-location to trigger actions like financial transfers or opening physical locks. These systems are backed with blockchains, to explore new techniques for make location data secure without being invasive. The pilot ran a series of tests looking at the possible use of technology in the logistics sector.

In collaboration with its BLING partners, SEStran has successfully concluded a comprehensive report assessing the feasibility and landscape of Blockchain technology.

One of the most prominent opportunities lies in Scotland's ability to showcase its commitment and aspirations by formulating a dedicated Blockchain Strategy, akin to the existing digital strategy and AI strategy. This strategic move would effectively demonstrate the inherent value and untapped potential of blockchain technology, not just within the public sector but across various sectors. This concerted effort would raise awareness, fostering adoption and inspiring real-world use cases.

The development of an adoption-focused strategy also carries the potential to yield policy effects over the long term. Blockchain technology holds the promise of generating positive social impacts by acting as a catalyst for equality and inclusivity within society. By enabling initiatives like free or subsidized transportation, the creation of loyalty programs, and grants, blockchain can significantly benefit marginalized populations. Additionally, these incentives could extend their positive influence to realms such as health and well-being by promoting modes of transportation that encourage active travel, such as Bike Share schemes.

A pivotal aspect of blockchain's potential lies in its capacity to bridge the gap toward integrated transportation solutions. This technology offers a foundation for the creation of multi-modal transport networks, facilitating coordinated planning, scheduling, and passenger movement across various transportation modes. This, in turn, opens the door to opportunities like multi-operator ticketing systems and seamless integration of services.

In the wake of this insightful report, SEStran is poised to capitalise on its findings. Building upon this foundation, SEStran will delve into the untapped potential of Blockchain technology, envisioning projects that present compelling business cases. The organization aims to craft proposals that explore proof of concepts and pilot projects, with the goal of securing further funding to drive these initiatives forward.

In essence, the completion of this report, in partnership with BLING, signifies SEStran's forward-thinking approach to harnessing the potential of Blockchain technology. By leveraging the outlined opportunities, the organization is primed to steer Scotland toward a future enriched by innovative strategies, inclusive policies, and advanced transportation solutions.

More information can be found on: <https://northsearegion.eu/bling/>

[INSERT BLING LOGO/IMAGE/INTERREG LOGO]

REGIO-Mob (Extension): (an Interreg Europe project)

REGIO-Mob is an Interreg Europe project that ran from April 2016 to March 2020. In September 2021, it was approved funding for additional activities (under Interreg Europe's 5th call for additional activities) in response to the COVID-19 pandemic. The REGIO-Mob extension seeks to exchange best practices around sustainable mobility measures that were adopted across the partners' regions in response to the COVID-19 pandemic.

During 2021 meetings were held online to identify sustainable mobility good practices implemented in response to COVID-19 across all the project partners.

5 good practices in the SEStran region have been identified and were submitted to the lead partner:

- Bus Priority Rapid Deployment Fund
- Spaces for People programme
- DRT proposed trial
- South East of Scotland Transport Transition Group
- Thistle Assistance mask exemption sticker

To facilitate exchange of good practice knowledge three meetings are arranged to allow presentations on these good practices. Partners from Poland and Romania shared their experiences in March 2022 and further exchange events in Slovenia and Edinburgh are planned.

Appendix: Annual Accounts and Reports

Annual Accounts

SEStran's Annual Accounts can be accessed online here:

[\[INSERT LINK TO ACCOUNTS\]](#)

Climate Change Report

Part four of the Climate Change (Scotland) Act 2009 places duties on public bodies to act in the way best calculated to contribute to the delivery of emissions reduction targets, to help deliver any statutory climate change adaptation programme, and in a way that they consider is most sustainable. The act came into force on 1 January 2011. Following the introduction of an Order by Scottish Government in 2015, all 151 public bodies that appear on the 'Major Player' list must submit an annual report to the Sustainable Scotland Network (SSN), detailing their compliance with the climate change duties.

[\[INSERT LINK\]](#)

Public Services Reform Act

The Public Services Reform (Scotland) Act 2010 (Sections 31 and 32) imposes duties on Scottish public bodies to publish financial information as soon as is reasonably practicable after the end of each financial year. This statement is produced annually by the South East of Scotland Transport Partnership (SEStran) to ensure compliance with the requirements of the Act. It can be accessed online here:

[\[INSERT LINK\]](#)

Community Empowerment Act

SEStran is a listed public authority under the Community Empowerment Act and one of our duties under the Act is to consider requests from the community. Participation Requests can help groups from the local community (a community-controlled body) to liaise with SEStran and other listed authorities on improving issues in an area. We welcome requests from groups that can aid SEStran in delivering its strategic functions in the South East of Scotland. To gain more information on how to place a request, please follow the link:

sestran.gov.uk/corporate/participation-requests/

Public Records Act

SEStran is required under the terms of Section 1 of the Public Records (Scotland) Act 2011 to produce a Records Management Plan, setting out proper arrangements for the management of its records and

to submit this to the Keeper of the Records for approval. SEStran submitted its RMP in January 2011 and it is available here:

sestran.gov.uk/wp-content/uploads/2017/06/SEStranRecords-Management-Planv2.0.pdf

[CONTACT INFORMATION (BACK PAGE WITH COVER GRAPHICS)]

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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.

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. Regional Cycle Training and Development Officer (RCTDO) Update

- 3.1 After a review conducted with Cycling Scotland it was decided that the SEStran RCTDO role would cease in August 2023. SEStran are reviewing future opportunities for working in partnership with Cycling Scotland and other

Active Travel Delivery Partners to develop and support cycle training across the region.

4 RECOMMENDATIONS

4.1 The Board is asked to:

- a) note progress recorded in the past quarter, summarised in the attached Appendix 1

Keith Fiskin
Senior Partnership Manager
22nd September 2023

Appendix Projects Performance Report September 2023

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. Several projects actively work to reduce inequalities.
Climate Change Implications	There are no negative climate change implications arising from SEStran projects. Several projects actively work to tackle climate change through creation of, or support for more sustainable transport options.

SEStran Performance September 2023

1. Strategy

1.1 Regional Transport Strategy	
<p>Start date: November 2020 Initial completion date: March 2022 Expected completion date: March 2023</p>	
Overall project progress:	<i>On track</i>
<p>Brief description: 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.</p> <p>The 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 new RTS, SEStran 2035 has been approved and adopted by the Partnership for implementation in the region.</p>	
Milestones from last quarter	<i>On track</i>
<ul style="list-style-type: none"> ▪ S82 have completed draft work on the PIP ▪ Print ready RTS has been produced and sent to all key stakeholders ▪ The RTS & its accompanying Strategic Environmental Assessment (SEA) published on the SEStran website ▪ Public notice placed in the Scotsman 	
Overall Stages Achieved	<i>On track</i>
<ul style="list-style-type: none"> ▪ Main Issues Report published May 2020 ▪ Development stages of SEStran RTS 2035 completed with input from partners March 2022 ▪ Statutory assessments completed with input from partners March 2022 ▪ Board approval of draft RTS September 2022. ▪ Scottish Ministers approved RTS March 2023. ▪ SEStran Partnership Board approved and adopted new RTS in March 2023. 	
Next Steps	<i>On track</i>
<ul style="list-style-type: none"> ▪ Further development on the PIP will be undertaken working with stakeholders. ▪ Develop RTS communications and marketing plan. 	

2. Strategic Active Travel Projects

2.1 GO e-Bike



Start date: April 2018

Initial completion date: ongoing programme

Expected completion date: ongoing programme subject to funding

Overall project progress:

In progress

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**

Severe Issues

- Bewegen Technologies Ltd ceased trading following bankruptcy law with a creditor meeting held on 5th July 2023.
- The winding up of Bewegen has the potential to impact on project funding and delivery as the agreed scheme is no longer in operation.
- In order to mitigate risks SEStran officers have met with Velogik an operator of e-bike are sharing schemes in the UK and Europe to discuss potential alternative operational models.
- Velogik will develop proposals in September to be reviewed with SEStran and presented to Transport Scotland.
- As part of the above SEStran have asked Velogik to conduct an audit of all bikes across the two scheme areas. The results of which will be included in the future options proposals.
- E-bike fleets at the community hubs in the Scottish Borders, Fife and West Lothian have received new bikes.
- SEStran after a successful application will funding will received additional funding through the Smarter Choices Smarter Places Active Nation Fund to further support the promotion of e-bikes in the region, run trials with employers and support events in the region up to March 2024.

▪ **Stages achieved**

In progress

- Stage one Community Hubs set up in 2017 and operating in West Lothian, Fife, Scottish Borders and Edinburgh (currently in operation).
- Workplace employer library trial set up and ran for 6 months in 2017.
- Additional funding application successful to develop docked stations with Bewegen procured as a supplier.

- Community docked stations set up and operated for 24 months in East and Midlothian.
- Contact made with Velogik, discussions ongoing on scheme options.

▪ **Next steps**

In progress

- Reviewing e-bike strategy in line with RTS objectives.
- Update Transport Scotland on potential operational models.
- Continue to liaise with other schemes to explore potential solutions.
- Work with employers across the region to run e-bike trials. Work with existing community hubs to increase awareness of e-bikes and develop promotional campaign.

2.2 Regional Active Travel Development Fund – Transport Scotland



Start date: Financial year 2023/24

Initial completion date: March 2024

Expected completion date: March 2024

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 2023/24 to Transport Scotland has been awarded up to £467,500 for this sixth year of funding. Projects from prior years in various stages of completion are reported as below.

Project Development:

▪ **Project: SEStran Strategic Network**

In progress

▪ **Last quarter:**

- SEStran officers have procured Consultancy support through the SCAPE Scotland Framework. An inception meeting was held in August 2023 with Arup to establish context for the feasibility studies and ongoing review of the next projects in the pipeline. Meetings scheduled with most LA partners to review priorities and updates to Multi criteria assessments.

Stages achieved:

- Procurement of consultants complete.
- **Next steps:**
- Commencement of feasibility work with Fife Council.
- Scoping for new projects for 2024/25.
- Additional work on next steps for routes in Falkirk Council area.

▪ **Project: Multimodal Camera Monitoring**

In progress

▪ **Last quarter:**

- Traffic monitors are being installed across sections of the SEStran Strategic Active Travel Network to inform next stage design work.

- **VIVACITY** who was appointed to do the work have installed 70% of multi-modal monitoring onto lighting columns.
- Officers are completing procurement of contractors for minor electrical works at each site.

Stages achieved:

- Partial installation of monitoring sensors.

Next steps:

- Sensors installed and operational begin collecting data for analysis and presentation.

2.3 Cycle Training and Development – Cycling Scotland



Start date: core workstream.

Initial completion date: ongoing

Expected completion date: August 2023

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 Scotland 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 for 2022-23 met or exceeded 2021-22 delivery:
 - Three LAs in the region achieved delivery of Bikeability Scotland Level 2 (on-road cycle training) at 100% of their primary schools.
 - A record number of pupils received Bikeability Scotland training in 2022-23.

- **Adult and Family Cycle Training**

In progress

- **Last quarter:** Grant funding for cycle training providers and organisations who would like to start running cycle training activities is open to applications as of June 2023. This offer is promoted nationwide and SEStran signposts partner organisations to this and other relevant support to access cycle training in the region.

- **Next steps:**

- SEStran will 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:

▪ **Last quarter:**

In progress

- 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.
- Integration of Lothian Buses data has been done but data quality has been highlighted as needs improvement, continuing to work with Lothian Buses and project team on this.
- City of Edinburgh on street screen installation programme has begun.
- Operator and Local Authority 'data group' meeting held to highlight importance of data input to the system and benefits.
- Weekly meetings held with Local Authority partners and projects team.

▪ **Stages achieved:**

Complete

- 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.
- Training on new content management system completed with local authority representatives.
- Integration of McGill's operations from First Bus East after takeover complete.
- The purchasing framework is being utilised by SEStran and Local Authorities to provide additional Real Time infrastructure for the region.

▪ **Next steps:**

In progress

- 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, currently working with Fife Council to facilitate.
- Installation of new signs purchased via framework to continue.

▪ **Novus FX System**

In progress

- First round of training completed with local authority officers; additional training will be provided based on future requirements.

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.
- System development for the VoyagAR platform (journey planning and wayfinding tool) was completed.
- Final testing of the system currently underway.
- SEStran secured £40,000 from Paths for All funding application to develop a marketing and awareness campaign to support the VoyagAR launch

▪ **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
- Development of transport operator guide.

▪ **Next steps:**

In progress

- Further public testing of VoyagAR to highlight issues and fixes needed.
- Procure support for awareness and monitoring program using Paths for All funding.
- Work with stakeholders on launch of VoyagAR to generate awareness and PR.

3.3 Newburgh Train Station Study



Start date: December 2019

Initial completion date: March 2020

Expected completion date: March 2022

Overall project progress:

In Progress

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:**

In progress

- Feedback and comments from Transport Scotland were reviewed by project team & SYSTRA with responses addressed and final report updated.
- Updated report submitted to Transport Scotland in June awaiting feedback.
- **Stages achieved:** Complete
 - Case for Change, Initial Options Appraisal and Detailed Options Appraisal.
- **Next steps:** In progress
 - Arrange workshop with Transport Scotland when feedback received to discuss comments and define next steps.
 - Continue to work with Newburgh Community Group and Fife Council to promote the project.

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.
 - Midlothian Bus Alliance gateway review workshop with Transport Scotland took place in July, feedback received and project team drafting a response to be submitted in September.
 - The final FVBA report has been delayed due to ongoing internal reviews by Stirling Council when this is complete the final report will be submitted to Transport Scotland, new submission date in September planned.
- **Stages achieved:** In Progress
 - Forth Valley Bus Alliance set up and working with STAG appraisal work funding received from Transport Scotland.
 - Midlothian Bus Alliance set up and working with STAG appraisal work funding received from Transport Scotland.
- **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.
- Utilise work to inform discussions with Transport Scotland on the development of new regulations that can support the 2019 Transport Act.

3.5 The GoSEStran project



Start date: March 2022

Initial completion date: March 2023

Expected completion date: March 2024

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 was due for completion in March 2023. The Go SEStran app was launched in early August 2022 and can be downloaded from Google Play and Apple app store.

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 Prentice/Routing Company DDRT pilot has undergone a route redesign and is seeing an uplift in user numbers in recent weeks, despite continuing teething problems.
- The GoSEStran app has over 2100 users on the app and continues to rise due to the help from East Lothian Council with marketing – over twice its initial target number of users.
- SEStran, in conjunction with Tactran, have continued to develop the Integrated Mobility Partnership concept of a multi-party funded Mobility as a Service (MaaS) platform, running a number of apps including GoSEStran, while also expanding GoSEStran's coverage.

▪ **Stages achieved:**

In progress

- New Software Licence signed with Fuse continuing the digital platform that supports both SEStran and Tactran apps until March 2024.
- Agreement signed with St Andrews University allowing some of their funding to be used for improvements to the GoSEStran app, which will allow their MaaS Investment Fund pilot to be concluded.
- Two IMPs meetings held with other parties interested in joining the with SEStran and Tactran, including Nestrans/Aberdeen, Edinburgh, Loch Lomond and the Trossachs National Park, NHS, and Perth and Kinross.
- Integrated Mobility Partnership website now launched here.

▪ **Next steps:**

In Progress

- SEStran have participated in one meeting of the Transport Scotland MaaS Working Group and will continue to input to the higher level discussions on the future of MaaS in Scotland.
- SEStran staff are finalising the final report to June on the GoSEStran pilot for Transport Scotland to assess along with the other MaaS Investment Fund pilots.
- Feasibility of continuing IMPs to trial multi-party funded MaaS solutions for Scotland will be dependent on testing governance, funding and procurement models this autumn, working with all partners and stakeholders.

4. Freight and Logistics Projects

4.1 Forth Freight Study



Start date: May 2020

Initial completion date: December 2021

Expected completion date: June 2022 (end date revised by funder, Transport Scotland)

Overall project progress:

In progress

Project description: [This study, delivered by SEStran](#) 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 [Local Rail Development Fund](#) that was introduced by the Scottish Government in February 2018.

Project Development:

- **Last Quarter:** *Delayed*
 - SEStran has submitted an extension proposal to Transport Scotland for review.
 - SEStran Officers met with Transport Scotland to discuss proposals and received feedback on funding proposal.
- **Stages achieved:** *Delayed*
 - Case for Change approved December 2021.
 - Initial Options Appraisal work is complete.
 - Submitted to Transport Scotland in August 2022 for comments.
- **Next steps:** *Delayed*
 - Provide new scoping proposal to Transport Scotland for consideration.

- Review timelines from Transport Scotland have extended considerably which has impacted on project delivery and management.

5. European-funded Projects

5.1 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

- The final report and claim was submitted in June with the project now complete.
- Managing authority confirm completing and signed off on claims in September.

▪ **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.
- Infomercial launched to highlight the Edinburgh Zedify hub and the benefits of a sustainable approach to city logistics.
- Chapter on sustainable logistics published in the Routledge Handbook of Transport Economics.
- Final report delivered.

▪ **Next steps:**

In progress

- Close project.

5.2 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 developed a logistic pilot with the University of Edinburgh, which will showcase innovative use of the technology in a transport environment and also to produce a snapshot report on Blockchain use cases and potential in Scotland.

Project Development:

▪ **Last Quarter:**

In progress

- SEStran is preparing the final project report and claim for submission to the lead partner and external auditor.

▪ **Stages achieved:**

On track

- GeoPact pilot proof of concept delivered.
- Research paper written and shared.
- Project extension approved.

▪ **Next steps:**

In Progress

- Submit final report and claim in September 2023 and close project.

5.3 PriMaaS
 Interreg Europe, ERDF



Start date: August 2019
Initial completion date: January 2023
Completion date: July 2023 (following 6-month extension due to Covid-19 impacts)

Overall project progress:

Complete

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:**

Complete

- This Project came to an end in the last quarter, with the submission of final information on outcomes to be submitted to the Primaas website.
- The Action Plan and best practices have helped to ensure the success of the GoSEStran Platform and shaped the work put towards the set-up of the new DRT service in East Lothian.

▪ **Stages achieved:**

Complete

- As above.

▪ **Next steps:**

Complete

- Continued monitoring of the Action plan over the next 12 months
- A small amount of capital funding from the Primaas project is being used towards the next phase of the GoSEStran pilot, as part of the match funding for the Smarter Choices Smarter Places award.

5.4 REGIO-Mob
Interreg Europe, ERDF



Start date: April 2016

Initial completion date: March 2020

New start date: October 2021

Completion date: September 2022 (following approval of additional 1 year funding for project activities in relation to Covid-19 impacts)

Overall project progress:

Complete

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:**

Complete

- Further key learnings were shared across participating regions.
- Final claim question addressed so that claim can be authorised for payment.

• **Stages achieved**

Complete

- Exchange of information between the project partners through the Interregional exchange process.

• **Next steps:**

Complete

- 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 took place on the 30th of May.
 - Updates given on SEStran projects and a presentation was given to the forum from Richard Start from DTLZ Drone Solutions on innovations within the drone sector.
 - Next meeting November 2023.
- **Equalities and Access to Healthcare Forum**
 - The next forum will take place on Wednesday 28th of September. The last forum took place on 31st January 2023.
- **Integrated Mobility Forum**
 - The forum took place on Thursday 27th of April 2023.
 - The next forum is scheduled for the 5th of October 2023.

Submitted to Scotland's pavement parking prohibitions - consultation on enforcement regulations for local authorities
Submitted on 2023-07-19 14:21:17

Enforcement regulations: proposed provisions under section 59(1) of the Act

1 Do you agree or disagree that the content of a PCN for a parking prohibition contravention should be as set out above?

Agree

Please explain your answer.:

Content that the proposal follows the information required when issuing a standard PCN with the addition of photographic evidence of the offence and relevant signage or road markings detailing the restrictions in place.

Method of notification of a PCN

2 Do you agree or disagree with the proposed method of the notification of a PCN as set out above?

Agree

Please explain your answer.:

So long as the PCN has been supplemented by photographic evidence as stated in response to Q1.

3 Do you agree or disagree with the proposal for a local authority to be able to issue a PCN to the registered keeper of the vehicle by post, if they have not been able to affix it to a vehicle or give it to the driver?

Agree

Please explain your answer.:

Partly agree

Careful consideration has to be given to the point at which the PCN is considered to have been issued. Is it when the CEO begins the issuance process, or when the PCN has been printed, or when it has been affixed to the vehicle? If it's either the first or second scenarios then the PCN could be posted to the registered keeper but, if it's the latter, this would not be necessary.

Based on the now extensive experience of decriminalised enforcement of the parking regulations, the usual approach is to consider it issued when it has been printed. Under these circumstances, if the driver returns and drives off, or the CEO is otherwise prevented from issuing the PCN, it is likely to be served by post.

However, if the driver returns before this point in the process, issuance of the PCN will be aborted.

Removal or interference with a PCN

4 Do you agree or disagree with the proposal to make the removal or interference with a PCN, by anyone other than the vehicle owner/person in charge of the vehicle or the enforcement authority, a criminal offence?

Agree

Please explain your answer.:

Consideration needs to be made as to how this will be enforced, particularly if this is a criminal offence, this legislation seeks to enable local authorities to take action but this would not be possible for this offence.

5 Do you agree with the level of fine which is being suggested?

Agree

Please explain your answer.:

Timing and manner of payment of a penalty charge

6 Do you agree or disagree with the proposed timing and level of discounts and surcharges of a PCN for a parking prohibition contravention as set out above?

Agree

Please explain your answer.:

This process currently works well for enforcement of the parking regulations.

The provision of the bill are established to recognise the needs of vulnerable users and emergency services, and these offences can cause an immediate and severe impact. In this regard the scope of PCNs in this case should not be merely discouraged but actively penalised. By following the same timescales it may seem to lessen the importance of this additional legislation and its great need for implementation.

The amount of a PCN in relation to pavement parking, dropped kerb parking or double parking

7 Do you agree or disagree with the proposed level of penalty for a PCN issued for a pavement parking, dropped kerb or double parking prohibition contravention as set out above?

Agree

Please explain your answer.:

As with previous response, the discounted PCN would be equivalent to 1 day of parking in some areas and not seen with the significance of a penalty.

Responsibility for paying the PCN

8 Do you agree or disagree that the registered owner of a vehicle should be responsible for the payment of a PCN for a parking prohibition contravention as set out above?

Agree

Please explain your answer.:

This process currently works well for enforcement of the parking regulations.

9 Do you agree or disagree that if a vehicle trader commits a parking prohibition contravention, they should be responsible for the payment of a PCN even if they are not the registered keeper?

Agree

Please explain your answer.:

Reviews and appeals (including grounds of review or appeal) in connection with the imposition of penalty charges

10 Do you agree or disagree that the process for appealing a PCN for a parking prohibition contravention as detailed above?

Agree

Please explain your answer.:

This process currently works well for enforcement of the parking regulations.

Enforcement regulations: proposed provisions under section 66 of the Act

11 Do you agree or disagree that local authorities should be required to keep accounts for a parking prohibition contravention, similar to the process, detailed above?

Agree

Please explain your answer.:

This ensures transparency for residents and others to understand where the revenue is directed to.

12 Do you agree or disagree that any surplus made by local authorities for the enforcement of the parking prohibitions should be ring-fenced and used for certain transport-related purposes, similar to the process detailed above?

Agree

Please explain your answer.:

This should be ringfenced but clearly defined when utilised in specific transport projects.

However it should be noted that many local authorities do not follow the spirit of the current legislation i.e the surplus is allocated before the start of a financial year as part of the budget setting process. While local authorities may argue that this is prudent financial management, it is then impossible to tell whether the surplus is being used to replace previous sources of funding or if it is truly additional finance as intended by the legislation.

The legislation could be clarified in this regard.

13 Do you agree or disagree that local authorities should be required to submit their accounts in relation to the enforcement of the parking prohibitions, similar to the process, detailed above?

Agree

Please explain your answer.:

As to Q11.

About you

What is your name?

Name:
Peter Jackson

What is your email address?

Email:
peter.jackson@sestran.gov.uk

Are you responding as an individual or an organisation?

Organisation

What is your organisation?

Organisation:
South East of Scotland Transport Partnership (SEStran)

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

Publish response only (without name)

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government, including Transport Scotland, to contact you again in relation to this consultation exercise?

Yes

I confirm that I have read the privacy policy and consent to the data I provide being used as set out in the policy.

I consent

Evaluation

Please help us improve our consultations by answering the questions below. (Responses to the evaluation will not be published.)

Matrix 1 - How satisfied were you with this consultation?:
Neither satisfied nor dissatisfied

Please enter comments here.:

Matrix 1 - How would you rate your satisfaction with using this platform (Citizen Space) to respond to this consultation?:
Neither satisfied nor dissatisfied

Please enter comments here.:

Submitted to Local living and 20 minute neighbourhoods: draft planning guidance
Submitted on 2023-07-19 14:02:20

Questions

1 How helpful is part 1 of the guidance in furthering the understanding of local living and 20 minute neighbourhoods in a Scottish context?

somewhat helpful

Please explain your response by adding what else could be helpful:

SEStran, having recently published the new 2035 Regional Transport Strategy, have a good understanding of local living and 20-minute neighbourhoods. Part 1 is helpful to cover the benefits and express that there is no 'one fit' across all settlements, with differences particularly when the focus is between urban and rural areas.

2 How helpful is the framework diagram in encouraging flexible, place-based approaches to support local living?

somewhat helpful

Please explain your response adding what else could be helpful:

Building on the place standard tool, the framework diagram provides a clear vision for local living with the key themes that need to be considered with each community. Again, there is no 'one fit' but this framework illustrates the minimum requirement that should be aspired to in order to truly achieve a local living neighbourhood.

3 Looking at part 2 of the draft guidance: how helpful are the 'categories' and 'key considerations for local living' that are captured within this part of the document?

somewhat helpful

Please explain your response adding what else could be helpful:

As stated in the previous question the categories are well placed and the key categories lay out a clear pathway for encouraging local living. The information in the key considerations should be nothing new to local authorities as the Place Standard tool was launched in 2015 to support the delivery of high quality places. However, the considerations do not lay out a quality standard needed to reach a minimum expectation of service even within the additional information provided in the Appendix. While understanding the guidance is laid out to not be a tick box exercise the understanding of a minimum level of amenity has not changed for some time. Additionally, there is no specific guidance as to the potential retrofit of amenities into existing development which is key to integration of policy and planning for communities.

4 How helpful is the proposed 'structured approach' for use?

somewhat helpful

Please explain your response adding what else could be helpful:

The approach appears sound though lacks any emphasis on timescales throughout the process. Whilst acknowledging that data will be have been collected within the LDP evidence report, communities will need to be engaged and crucially informed of clear next steps in the process and how long before trial measures could be implemented and reviewed.

5 Does part 3 of the guidance clearly communicate the importance of both qualitative and quantitative data in establishing a baseline for a place?

somewhat useful

Please explain your response adding what else could be helpful:

Part 3 sets out clearly the need for both types of data gathering though there is no referencing to representative sampling or taking note of previous engagement levels. There is evidence that those who engage locally would continue to do so but that there are groups who will remain isolated unless engaged in a different way to ensure that all voices are heard. The typical response rates to local engagements in the UK sits between 8-12% (1 <https://www.placechangers.co.uk/blog/planning-consultations/measure-what-matters-for-successful-community-consultation/>) showing the clear need for more robust processes to capture an accurate picture of what might be required in a local area.

6 How helpful is the 'collaborate, plan, design' section of part 3 in supporting collaborative practices?

somewhat helpful

Please explain your responses adding what else could be helpful:

This section does not explicitly lay out any new detail that a planning authority shouldn't already be considering as part of the planning process. The eradication of silo working is still very slow with decisions inhibited by differing budget timescales and lack of capacity in operational departments. While the guidance acknowledges the importance of local leadership, those in these positions may not have effective decision making powers to elicit change in a timely manner.

7 How helpful is the 'implement and review' section of part 3 in assisting the delivery of collaborative approaches to support local living?

not at all helpful

Please explain your response adding what else could be helpful:

This section does not explicitly lay out any new detail that a planning authority shouldn't already be considering as part of the planning process. In this respect it is not adding value in helpfulness, as it refers the reader to the Policy in respect of support application and how this is perceived to change over time.

8 Looking at part 4 of the draft guidance: do the case studies provide a useful and appropriate range of examples of good practice?

Yes

If yes, please tell us about it:

The case studies provide a clear insight into the processes and policy involved in engaging communities for the purposes of 20-minute neighbourhoods. However, there is still little detail of Scottish exemplar locations as recognised in the Ramboll Climate Exchange report, with a number of deficiencies in the available data that skews quantitative or qualitative scoring.

9 Looking at the impact assessment update report: do you have any views about the initial conclusions of the impact assessment update report that accompany and inform this guidance?

yes

Please tell us here:

Agreement with conclusions made with the impact report.

10 Additional information: please provide any further comments on the draft guidance document.

Please let us know here:

About you

What is your name?

Name:

Peter Jackson

What is your email address?

Email:

jackson.peterd@gmail.com

Are you responding as an individual or an organisation?

Organisation

What is your organisation?

Organisation:

South East of Scotland Transport Partnership (SEStran)

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

Publish response only (without name)

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Yes

I confirm that I have read the privacy policy and consent to the data I provide being used as set out in the policy.

Evaluation

Please help us improve our consultations by answering the questions below. (Responses to the evaluation will not be published.)

Matrix 1 - How satisfied were you with this consultation?:

Slightly dissatisfied

Please enter comments here.:

While some detail in the guidance may be presented to a number of stakeholders for the first time, the content is not yet robust enough to deliver effective results without meaningful examples that can be evidenced in Scotland. This was picked up within the SG sanctioned report by Ramboll and should elicit further research.

Matrix 1 - How would you rate your satisfaction with using this platform (Citizen Space) to respond to this consultation?:

Neither satisfied nor dissatisfied

Please enter comments here.:

Stakeholder Review: Draft Local Transport Strategy (LTS) Guidance

SEStran Response

Questionnaire

There is no requirement to answer all questions - please provide responses to as many of the questions as you would like to respond on.

1. Do you consider that the approach / structure of the draft guidance is appropriate and helpful?

Yes, it is appropriate as a guidance document, however at the same time limited, there is insufficient focus to regional partnership working amongst local authorities facilitated for example by RTPs.

2. Do you feel that the LTS guidance achieves the right level of detail?

Yes, there is sufficient detail and would be viewed as appropriate and helpful but limited in ambition. It would be advisable to reference the development of regional transport strategies in the development of LTS as a guide. The section on RTS (page 9) lacks enough weight and detail on this, given the statutory status of an RTS and that a similar process (outlined in pages 11 to 14) is followed it would be appropriate to reference the development process and data gathering that will have taken place, especially as local authorities will have been part of the RTS development.

Local governance plays a role in shaping transportation policies that directly impact communities and local freight movement. Limited resources at the local level can pose challenges in addressing complex transportation issues effectively. In an environment where local governments need to prioritise and allocate resources wisely to develop and maintain transportation infrastructure, improve connectivity, there is perhaps an opportunity to identify how information and resource sharing can help at the local level address gaps or provide costs savings (procurement, shared services etc.).

3. Is there any further information that the guidance could signpost to help local authorities make best use of existing resources as they prepare their LTS? Please provide details of the suggested resources.

Regional cooperation provides opportunities for developing joint policies, sharing best practices, and pooling resources to address common transportation challenges. Collaboration between neighbouring regions can lead to the development of integrated transportation networks, harmonised regulations, and the sharing of infrastructure assets, benefiting public transport and freight movement and transportation efficiency.

When developing their Regional Transport Strategies (RTS), RTPs follow a comparable process to that outlined for Local Transport Strategies (LTS) in the draft guidance. This involves preparing main issues reports, defining objectives and desired outcomes, and identifying potential options. To facilitate this process, Strategic Environmental Assessments and Integrated Impact Assessments are conducted, along with engaging in public and stakeholder consultations. A substantial portion of the information and data collected during

this process can be disaggregated for each constituent Council area. As a result, it serves as a valuable resource for Local Authorities when formulating their LTS.

4. Do you have any comments on how the draft guidance could be strengthened to support NTS priorities?
 - a. Reduces inequalities
 - b. Takes climate action
 - c. Helps deliver inclusive economic growth
 - d. Improves our health and wellbeing

Include reference to wider partnership working and opportunities within City Regional Deals and freight strategies at the UK and Scottish Government level.

5. Other than what the draft guidance sets out on the Regional Transport Strategy (RTS), Local Development Plan (LDP), and Regional Spatial Strategy (RSS), what other local and regional strategies do you think that local authorities should ensure the LTS is aligned with?

See answer to question 4

6. Do you have any other comments you wish to share on the draft guidance?

Governance dynamics at the national, regional, and local levels have a significant impact on transportation policy development. Issues such as representation, political polarisation, bureaucratic inefficiency, and resource allocation need to be addressed to ensure effective policy formulation. Opportunities for expertise, policy coherence, collaboration, and tailored approaches can enhance the development of comprehensive and sustainable transportation policies should be encouraged and facilitated.

SEStran would echo the comments and the suggested change in the response from Tactran as below:

It is considered that the purpose of Regional Transport Strategies given on page 9 of the guidance document is not an accurate description. It is suggested that the current text:

'Regional Transport Strategies and Delivery Plans provide the regional priorities, projects, actions and services, aligned with the NTS priorities. While these provide a framework for travel and transport in the region, the RTS generally has a particular focus on regional travel covering several Local Authority boundaries, i.e. travel between local authorities rather than travel wholly within local authority areas, while the LTS will consider transport within its local area.'

Is replaced by the following text:

'Regional Transport Partnerships bring together local authorities and other key regional stakeholders to take a strategic approach to transport in each region of Scotland. Their Regional Transport Strategies provides a framework for the transport activities of constituent councils,

health boards and others but do not necessarily go into detail on those delivery issues that remain outwith their direct responsibility. Whilst the RTS acts as a framework, the LTS of the constituent councils will also contribute to the RTS.

When taken together, the national, regional and local strategies will represent a hierarchy of interventions in transport services, infrastructure and travel behaviour and a comprehensive framework for the improvement of transport across the whole of Scotland.'

Public Services Reform (Scotland) Act 2010

1. INTRODUCTION

- 1.1 The Regional Transport Partnerships are included in the schedule of the Public Services Reform (Scotland) Act 2010. This requires annual publication of certain information and this report advises the Board of the information to be published.

2. DATA TO BE PUBLISHED

2.1 Expenditure

- 2.1.1 Section 31 (1) and (2) require public bodies to publish as soon as is reasonably practicable after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:
- Public relations
 - Overseas travel
 - Hospitality and entertainment
 - External consultancy
 - Payments with a value in excess of £25,000
 - Members or employees who received remuneration in excess of £150,000.

2.2 SUSTAINABLE ECONOMIC GROWTH

- 2.2.1 Section 32(1)(a) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to promote and increase sustainable growth through the exercise of its functions. As this requires the publication of a statement it is not sufficient simply to refer to other published material such as the annual report.

2.3 EFFICIENCY, EFFECTIVENESS & ECONOMY

- 2.3.1 Section 32(1)(b) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to improve efficiency, effectiveness and economy in the exercise of its functions. Again, this requires the publication of a free standing statement and it is not sufficient simply to refer to other published material such as the annual report.

2.4 The data as described in sections 2.1 to 2.3 of this report is included in appendix 1 of this report and will be published on the SEStran website in accordance with the requirements of the Act.

3. RECOMMENDATION

3.1 The Board is asked to note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in appendix 1 of this report.

Cheryl Fergie
Business Support Officer
September 2023

Appendix 1 – Statement of Compliance with the Public Services Reform (Scotland) Act 2010

Appendix 2 – PSRA Disclosures

Policy Implications	None
Financial Implications	As detailed in appendix 1.
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None
Climate Change Implications	None

Appendix 1 - Statements of Compliance with the Public Services Reform (Scotland) Act 2010

1. BACKGROUND

1.1 Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010 (“the Act”) impose duties on Scottish public bodies to publish information on expenditure and certain other matters as soon as is reasonably practicable after the end of each financial year. This statement is produced by the South East of Scotland Transport Partnership (SEStran) to ensure compliance with the requirements of the Act.

1.2 SEStran works hard to be a transparent, responsive, best value organisation that delivers on its vision for the South East of Scotland’s transport network, as outlined in its statutory Regional Transport Strategy.

1.3 SEStran’s vision aims to deliver:

“A South-East of Scotland, fully integrated transport system that will be efficient, connected and safe; create inclusive, prosperous and sustainable places to live, work and visit; be affordable and accessible to all, enabling people to be healthier; and delivering the region’s contribution to net zero emissions targets.”

1.4 SEStran’s annual report and accounts for 2022/23 set out the impact of this work and the outcomes achieved, together with associated costs. This is laid before the Partnership Board of SEStran in September 2023. The purpose of this statement is to disclose those costs which are relevant to Section 31(1) and (2) of the Act.

1.5 Section 31(1) of the 2010 Act requires public bodies to publish as soon as is reasonably practical after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:

- Public relations
- Overseas travel
- Hospitality & entertainment
- External consultancy
- Payments more than £25,000.00
- Members or employees who received remuneration in excess of £150,000.00

1.6 Public bodies are required to publish the total amount of expenditure incurred during each financial year on or in connection with each of the categories set out above, but it is of course open to SEStran to publish a more detailed breakdown of expenditure if they so wish.

2. PUBLIC RELATIONS

- 2.1 SEStran spent £36,113.32 on public relations in 2022/23.

This represents 1.7% of the total expenditure for the year. The majority of expenditure was on marketing costs to increase awareness of project activity and available services, including development of the Thistle Assistance Programme, and the GO SESTRAN MaaS App through online media, advertisement on local radio, bus stop and bus back hoardings.

3. OVERSEAS TRAVEL

- 3.1 SEStran incurred an expenditure of £5,918.11 on overseas travel in 2022/23.

This is the equivalent of 0.3% of total expenditure for the year. This travel is in relation to European projects that SEStran is involved in and is therefore subsidised by the EU at percentages varying from 50% to 85%.

4. HOSPITALITY & ENTERTAINMENT

- 4.1 SEStran incurred an expenditure of £4,346.47 on hospitality in 2022/23.

This is the equivalent of 0.2% of our total expenditure. The majority of this spend is related to hosting partners from European projects. No expenditure was incurred on benefits, sporting, or cultural events.

5. EXTERNAL CONSULTANCY

- 5.1 SEStran incurred expenditure of £579,662.91 on external consultancy.

This is the equivalent of 28% of the total expenditure for the year. See sections 6.2 & 6.3 below for further detail.

6. PAYMENTS IN EXCESS OF £25,000

- 6.1 Section 31(3) of the Act places a duty on public bodies to publish the amount, date, payee and subject matter of any payment made during the financial year which has a value in excess of £25,000.

6.2 SEStran made the following payments over £25,000.

Payee	Subject Matter	Gross Amount
Journeo Passenger Systems	Real Time Passenger Information screens	£52,995.00
Trapeze	Bus information system (Novus FX)	£91,842.00
Onestop IT Solutions	IT support	£30,890.02
East Lothian Council	EU Project support for mobility hubs.	£27,929.00

Payment of £52,995.00 was made to Journeo Passenger Systems for installation of real time passenger information screens in the region.

Payment of £91,842.00 was made to Trapeze for management, maintenance and development of the NOVUS FX system for the regional real time passenger information.

Payment of £30,890.02 was made to Onestop IT Solutions to provide IT support services to SEStran, as per service contract.

Payment of £27,929.00 was made to East Lothian Council as a Grant Claim in relation to the Journey Hub Expansion.

6.3 Throughout 2022/223 SEStran paid certain consultants more than £25,000 over several payments. These are listed below:

Supplier	Subject Matter	Total Amount	Comments
Sentireal	Thistle Assistance Development	£89,100.00	Development of the Thistle Assistance journey planner VoyagAR.
Andrew Ferguson	Project Consultancy Support	£45,000.00	Professional Fees – consultancy support
Stantec	Regional Transport Strategy development	£48,027.60	Professional Fees - Studies
Arup	Strategic Cycle Network	£48,000.00	Professional Fees for Strategic Cycle Network development
AECOM	Freight strategy & EU SURFLOGH project	£45,000.00	External support for appraisal work and

			strategy development.
Fuse Mobility	Sustainable Travel Awareness & Mobility as a service (MaaS)	£141,345.00	Go SEStran MaaS App
Malcolm Hughes Chartered Land Surveyors	Active Travel Fund	£98,160.00	Mapping SEStran's East Coast & Borders Travel Corridors
Optimat Ltd	Research on blockchain use within transport and the public sector	£27,271.20	SEStran Interreg North Sea Blockchain IN Government (BLING) study
S82 Consulting Ltd	RTS Monitoring	£35,796.00	Programmed Investment Plan Project

7. MEMBERS OR EMPLOYEES WHO RECEIVE REMUNERATION IN EXCESS OF £150,000

- 7.1 Section 31(4) of the Act places a duty on public bodies to publish the number of individuals who received remuneration more than £150,000.
- 7.2 No employee, office holder or other individual involved with SEStran received remuneration more than £150,000 during 2022/23.

8. SUSTAINABLE ECONOMIC GROWTH

- 8.1 Section 32(1)(a) of the Act places a duty on public bodies to publish a statement of the steps it has taken during the financial year to promote and increase sustainable growth through the exercise of its functions.
- 8.2 SEStran is a statutory body, under the Transport (Scotland) Act 2005 and is tasked with producing a Regional Transport Strategy for the South East of Scotland.
- 8.3 The following sets out the steps that SEStran has taken in 2022/23 to promote and increase sustainable economic growth in the exercise of its functions. Further information on this and our work is contained in our Audited Annual Accounts and Annual Report for 2022/23.
- 8.4 SEStran, in collaboration with its partner organisations, plays a pivotal role in fostering sustainable economic growth through the planning and execution of regional transportation enhancements. Additionally, it provides crucial support for transportation services, with key projects like real time passenger information, GO SEStran MaaS and Demand Responsive Transport (DRT) and Thistle Assistance. SEStran's continuous investment and project implementation initiatives significantly bolster the regional economy. This

multifaceted effort encompasses all modes of transportation and is geared towards enhancing connectivity, accessibility, emissions reduction, and offering an appealing, seamless, and dependable travel experience. These facets are fundamental components of sustainable economic advancement.

- 8.5 The Regional Transport Strategy (RTS), which was approved by Scottish Ministers in March 2023, this constitutes a vital statutory mandate for SEStran. SEStran maintains close collaboration with its constituent councils, Transport Scotland, regional growth deals, and other stakeholders to ensure the coordination, efficient implementation, and alignment of transportation policies and programs in the southeast of Scotland with the overarching goal of contributing to sustainable economic growth.
- 8.6 SEStran's internal staff training and development policies culminate in the cultivation of a highly skilled team, ideally positioned to meet the evolving needs of the economy.

9. EFFICIENCY, EFFECTIVENESS AND ECONOMY

- 9.1 Section 32(1)(a) of the Act requires public bodies to publish a statement of the steps taken to improve efficiency, effectiveness, and economy in the exercise of their functions.
- 9.2 The following sets out the steps that South-East of Scotland Regional Transport Partnership (SEStran) has taken in 2022/23 to improve its efficiency, effectiveness, and economy in the exercise of its functions.
- 9.3 Supporting the principles of public sector reform, SEStran is aware of the overall need to ensure the delivery of public services as efficiently and effectively as possible.
- 9.4 In relation to the Scottish Government's National Outcome 16: Our public services are high quality, continually improving, efficient and responsive to local people's needs, we are committed to delivering services that are high quality, continually improving, efficient and responsive.
- 9.5 When purchasing and procuring SEStran have continued to make use of the Public Contracts Scotland (PCS) portal and available public sector frameworks, to maximise best value for money opportunities. It is intended to continue to use available frameworks and PCS for procurement.
- 9.6 In the current economic climate, and with reduced resources, SEStran will continue to work with stakeholders, partners, contractors and suppliers to ensure effective delivery of strategy, policy and projects that deliver against the RTS and the vision for the transport network of the South East of Scotland.

End of Appendix.

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2023

1) Public Relations

Account code 3531/ 3541

Appendix 2

Supplier	External costs - invoiced (net)	Internal Staff Costs	Supplier Total	Comments
2A Publishing	£2,250		£2,250	5542
Artur Sieradzinski	£300		£300	1
DC Publishing	£400			DCP14206
DC Publishing	£1,000			DCP14002
DC Publishing	£1,000			DCP14046
DC Publishing	£1,000		£3,400	DCP14105
East Coast FM	£315			INV001002
East Coast FM	£200			INV001008
East Coast FM	£200		£715	INV001013
East Lothian Council	£157			INV-0266178
East Lothian Council	£345		£502	INV0268813
Hillside Agency	£2,000			INV-3629
Hillside Agency	£287			INV-3621
Hillside Agency	£3,409			INV-3694
Hillside Agency	£1,500			INV-3706
Hillside Agency	£118			INV-3707
Hillside Agency	£101			INV-3637
Hillside Agency	£56			INV-3674
Hillside Agency	£97			INV-3686
Hillside Agency	£37			INV-3750
Hillside Agency	£285			INV-3750
Hillside Agency	£235			INV-3722
Hillside Agency	£215			INV-3722
Hillside Agency	£235			INV-3722
Hillside Agency	£4,800			INV-3753
Hillside Agency	£1,395			INV-3773
Hillside Agency	£3,000		£17,770	INV-3628
Impact Publishing	£1,500		£1,500	SI-1020
List Publishing	£2,800		£2,800	INV-0811
Newsquest Media Group Ltd	£1,675		£1,675	HAD2527503 / 078939
Witch Media	£900		£900	90237
Shankar Saanthakumar	£2,150			Winter Documentary Photos 2022
Shankar Saanthakumar	£2,150		£4,300	Summer Documentary Photos 2022
Total	£36,113	£0	£36,113	

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2023

2) Overseas Travel

Reason	Travel Costs	Subsistence	Accommodation	EU Contribution	Cost to SEStran
EU BLING - Brussels 30/03/22 - 31/03/22	£116.34			50%	£58.17
			£101.31	50%	£50.66
			£124.49	50%	£62.25
			£101.31	50%	£50.66
			-£102.02	50%	-£51.01
			-£125.36	50%	-£62.68
	£287.83			50%	£143.92
			£74.30	50%	£37.15
	£13.44			50%	£6.72
	£12.51			50%	£6.26
EU CONNECT - Brussels 27/03/33 - 30/03/22	£188.75			50%	£94.38
	£187.04			50%	£93.52
			£231.38	50%	£115.69
			£351.39	50%	£175.70
			-£10.96	50%	-£5.48
	-£56.34			50%	-£28.17
	£137.74			50%	£68.87
			£252.40	50%	£126.20
			£252.40	50%	£126.20
	£53.46			50%	£26.73
EU CONNECT - Groeningen 13/06/22 - 15/06/22			-£252.96	50%	-£126.48
	£31.98			50%	£15.99
	£4.50			50%	£2.25
	£7.78			50%	£3.89
	£41.66			50%	£20.83
EU CONNECT - Gothenburg 26/09/22 - 29/09/22		£3.97		50%	£1.99
	£43.02			50%	£21.51
		£11.90		50%	£5.95
		£33.94		50%	£16.97
	£11.18			50%	£5.59
		£7.56		50%	£3.78
		£9.49		50%	£4.75
		£2.41		50%	£1.21
	£167.90			50%	£83.95
	£169.45			50%	£84.73
	£167.90			50%	£83.95
			£806.10	50%	£403.05
			-£381.84	50%	-£190.92
	-£22.70			50%	-£11.35
	EU PRIMAAS - Stockholm 17/5/22 - 19/5/22	£340.33			85%
£372.60				85%	£316.71
EU PRIMAAS - Porto 28/5/22 - 02/06/22	£246.24			85%	£209.30
	£174.15			50%	£87.08
	£174.15			50%	£87.08
	£174.15			50%	£87.08
	£33.60			50%	£16.80

		£522.32	50%	£261.16	
	£12.17		50%	£6.09	
	£36.39		50%	£18.20	
	74.48		50%	£37.24	
EU SURFLOGH - Gothenburg 25/04/22 - 27/04/22	£42.08		50%	£21.04	
	£54.19		50%	£27.10	
	£21.66		50%	£10.83	
	£42.08		50%	£21.04	
	£26.63		50%	£13.32	
	£21.66		50%	£10.83	
	£31.75		50%	£15.88	
	£27.55		50%	£13.78	
		£22.33		50%	£11.17
	£39.16		50%	£19.58	
		£10.98		50%	£5.49
	£137.74		50%	£68.87	
			£252.40	50%	£126.20
		£252.40	50%	£126.20	
EU CONNECT - Groeningen 13/06/22 - 15/06/22	£53.46		50%	£26.73	
		-£252.96	50%	-£126.48	
	£31.98		50%	£15.99	
	£29.77		50%	£14.89	
	£33.25		50%	£16.63	
		£7.43		50%	£3.72
		£14.98		50%	£7.49
	£224.85		50%	£112.43	
	£224.85		50%	£112.43	
			£742.53	50%	£371.27
EU SURFLOGH - Brussels 28/11/22 - 30/11/22	£5.54		50%	£2.77	
	£5.54		50%	£2.77	
	£7.75		50%	£3.88	
		£20.26		50%	£10.13
		£16.74		50%	£8.37
	£8.19		50%	£4.10	
	£8.19		50%	£4.10	
	£25.00		50%	£12.50	
	£25.80		50%	£12.90	
	£15.33		50%	£7.67	
	£5.21		50%	£2.61	
	£8.05		50%	£4.03	
		£24.52		50%	£12.26
	£8.05		50%	£4.03	
		£20.79		50%	£10.40
		£13.00		50%	£6.50
			£443.62	50%	£221.81
£33.33		50%	£16.67		
	£6.50		50%	£3.25	
	£1.85		50%	£0.93	
	£8.57		50%	£4.29	
£2.42		50%	£1.21		
£2.45		50%	£1.23		
	£8.50		50%	£4.25	
	£3.39		50%	£1.70	
£30.60		50%	£15.30		
	£17.03		50%	£8.52	

	£21.95			50%	£10.98
	£78.11			50%	£39.06
	£37.99			50%	£19.00
	£8.11			50%	£4.06
	£266.05			50%	£133.03
			£62.21	50%	£31.11
	£42.00			50%	£21.00
	£359.76			85%	£305.80
EU REGIO - MOB Ljubljana 05/07/22 - 06/07/22	£307.80			85%	£261.63
			£149.07	85%	£126.71
	£691.73			85%	£587.97
Total	£5,509	£1,006	£3,594	Total net SEStran	£5,918.11

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2023

3) Hospitality & Entertainment

Account code 3849

Supplier	Project / Service	Net Amount	EU Contribution	Cost to SEStran
Malmaison	RTP	2,269.00		2,269.00
Johnnie Walker - Dinner	EU BLING	100.00	-50.00	50.00
The Magnum Wine Bar - Dinner	EU BLING	190.00	-95.00	95.00
Johnnie Walker - Dinner	EU BLING	780.00	-390.00	390.00
The Magnum Wine Bar - Dinner	EU BLING	-70.00	35.00	-35.00
Johnnie Walker - Dinner	EU CONNECT	125.00	-62.50	62.50
Johnnie Walker - Dinner	EU CONNECT	302.50	-151.25	151.25
Johnnie Walker - Dinner	EU CONNECT	31.00	-15.50	15.50
Johnnie Walker - Dinner	EU SURFLOGH	100.00	-50.00	50.00
The Magnum Wine Bar - Dinner	EU SURFLOGH	70.00	-35.00	35.00
The Magnum Wine Bar - Dinner	EU SURFLOGH	521.35	-260.68	260.68
Johnnie Walker - Dinner	EU SURFLOGH	667.25	-333.63	333.63
Project networking meals	EU SHARENORTH	203.67	-101.84	101.84
Conference - room hire/ lunch	EU SHARENORTH	416.67	-208.34	208.34
Subsistence - Edinburgh	EU SHARENORTH	522.50	-261.25	261.25
Conference Room Hire and Subsistence	EU REGIO - MOB	650.00	-552.50	97.50

Total **£6,878.94 Total net-SESTRAN** **£4,346.47**

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2023

4) External Consultancy

Account code 4841

Supplier	Project / Service	Net Amount	Supplier Total	EU Contribution	Cost to SEStran
AECOM	EU SURFLOGH	£14,500.00		-7,250.00	£7,250.00
AECOM	LEITH DOCKS AND NEWBURGH (LRDF)	£11,500.00			£11,500.00
AECOM	LEITH DOCKS AND NEWBURGH (LRDF)	£11,500.00	£37,500.00		£11,500.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£1,649.00			£1,649.00
Anderson Strathern	MOBILITY AS A SERVICE (MAAS)	£2,750.00			£2,750.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£1,120.00			£1,120.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£2,259.00			£2,259.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£931.00			£931.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£7,595.00			£7,595.00
Anderson Strathern	R17 SUSTAINABLE TRAVEL AWARENESS	£136.00			£136.00
Anderson Strathern	CORE	£216.00			£216.00
Anderson Strathern	CORE	£81.00	£16,737.00		£81.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,875.00			£4,875.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,375.00			£3,375.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,125.00			£4,125.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,750.00			£3,750.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,750.00			£3,750.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,125.00			£4,125.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,000.00			£3,000.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,000.00			£3,000.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,500.00			£4,500.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,000.00			£3,000.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,125.00			£4,125.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,375.00	£45,000.00		£3,375.00
Ansons Consulting Ltd	R17 SUSTAINABLE TRAVEL AWARENESS	£5,993.20			£5,993.20
Ansons Consulting Ltd	MOBILITY AS A SERVICE (MAAS)	£4,494.90	£10,488.10		£4,494.90
Arup	ACTIVE TRAVEL FUND	£15,000.00			£15,000.00
Arup	ACTIVE TRAVEL FUND	£15,000.00			£15,000.00
Arup	ACTIVE TRAVEL FUND	£10,000.00	£40,000.00		£10,000.00
Bewegen Technologies Inc	GO e-BIKE	£15,000.00	£15,000.00		£15,000.00
Fuse Mobility	R17 SUSTAINABLE TRAVEL AWARENESS	£57,400.00			£57,400.00
Fuse Mobility	R17 SUSTAINABLE TRAVEL AWARENESS	£10,837.50			£10,837.50
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	£4,387.50			£4,387.50
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	£1,950.00			£1,950.00
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	£2,850.00			£2,850.00
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	£24,000.00			£24,000.00
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	£1,012.50			£1,012.50
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	£3,337.50			£3,337.50
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	£11,000.00			£11,000.00
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	£1,012.50	£117,787.50		£1,012.50
Henderson Loggie	EU PRIMAAS	£720.00		-612.00	£108.00
Henderson Loggie	EU SURFLOGH	£1,380.00		-690.00	£690.00
Henderson Loggie	EU BLING	£920.00		-460.00	£460.00
Henderson Loggie	EU SURFLOGH	£1,380.00		-690.00	£690.00
Henderson Loggie	EU PRIMAAS	£1,440.00		-1,224.00	£216.00
Henderson Loggie	EU SHARE - NORTH	£1,380.00		-690.00	£690.00
Henderson Loggie	EU SHARE - NORTH	£1,380.00		-690.00	£690.00
Henderson Loggie	REGIO - MOB	£1,380.00		-1,173.00	£207.00

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2023

5) Payments in Excess of £25,000 (including VAT)

Payee	Commodity / Service Description	Payment Date	Gross Amount	Comments
AECOM	EU SURFLOGH	31/01/2023	17,400.00	
AECOM	LEITH DOCKS AND NEWBURGH (LRDF)	28/04/2022	13,800.00	
AECOM	LEITH DOCKS AND NEWBURGH (LRDF)	05/07/2022	13,800.00	45,000.00
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	12/04/2022	4,875.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	23/05/2022	3,375.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	27/06/2022	4,125.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	18/07/2022	3,750.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	11/08/2022	3,750.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	12/09/2022	4,125.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	07/10/2022	3,000.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	08/11/2022	3,000.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	19/12/2022	4,500.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	19/12/2022	3,000.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	09/02/2023	4,125.00	
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	24/03/2023	3,375.00	45,000.00
Arup	ACTIVE TRAVEL FUND	07/10/2022	18,000.00	
Arup	ACTIVE TRAVEL FUND	19/12/2022	18,000.00	
Arup	ACTIVE TRAVEL FUND	23/02/2023	12,000.00	48,000.00
Fuse Mobility	R17 SUSTAINABLE TRAVEL AWARENESS	05/09/2022	68,880.00	
Fuse Mobility	R17 SUSTAINABLE TRAVEL AWARENESS	12/09/2022	13,005.00	
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	07/10/2022	5,265.00	
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	08/11/2022	2,340.00	
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	19/12/2022	3,420.00	
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	21/12/2022	28,800.00	
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	16/01/2023	1,215.00	
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	21/02/2023	4,005.00	
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	23/02/2023	13,200.00	
Fuse Mobility	MOBILITY AS A SERVICE (MAAS)	24/03/2023	1,215.00	141,345.00
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	23/05/2023	14,700.00	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	23/06/2023	14,700.00	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	17/08/2022	14,700.00	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	16/01/2023	15,000.00	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	23/02/2023	15,000.00	
Sentireal	THISTLE ASSISTANCE DEVELOPMENT	24/03/2023	15,000.00	89,100.00
Stantec	R37 RTS MONITORING	10/05/2022	42,087.60	
Stantec	R37 RTS MONITORING	31/10/2022	5,940.00	48,027.60
Journeo Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	06/11/2022	6,956.40	
Journeo Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	08/11/2022	31,620.00	
Journeo Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	08/11/2022	4,743.00	
Journeo Passenger Systems Ltd	RTPI - REVENUE CONTRIBUTION	08/03/2023	9,675.60	52,995.00
Malcolm Hughes Chartered Land Surveyors	ACTIVE TRAVEL FUND	21/02/2023	55,500.00	
Malcolm Hughes Chartered Land Surveyors	ACTIVE TRAVEL FUND	06/02/2023	39,540.00	
Malcolm Hughes Chartered Land Surveyors	ACTIVE TRAVEL FUND	28/03/2023	3,120.00	98,160.00

OneStop IT Solutions Ltd	CORE	21/04/2022	194.40	
OneStop IT Solutions Ltd	CORE	21/04/2022	5,346.00	
OneStop IT Solutions Ltd	CORE	21/04/2022	-523.08	
OneStop IT Solutions Ltd	CORE	04/05/2022	3,243.12	
OneStop IT Solutions Ltd	CORE	01/06/2022	2,055.12	
OneStop IT Solutions Ltd	CORE	01/04/2022	1,912.56	
OneStop IT Solutions Ltd	CORE	22/07/2022	5.35	
OneStop IT Solutions Ltd	CORE	04/07/2022	2,055.12	
OneStop IT Solutions Ltd	CORE	01/08/2022	2,055.12	
OneStop IT Solutions Ltd	CORE	01/09/2022	2,055.12	
OneStop IT Solutions Ltd	CORE	03/10/2022	2,066.64	
OneStop IT Solutions Ltd	CORE	02/11/2022	2,066.64	
OneStop IT Solutions Ltd	CORE	06/12/2022	2,066.64	
OneStop IT Solutions Ltd	CORE	03/01/2023	2,066.64	
OneStop IT Solutions Ltd	CORE	16/02/2023	9.09	
OneStop IT Solutions Ltd	CORE	31/01/2023	2,128.02	
OneStop IT Solutions Ltd	CORE	03/03/2023	2,087.52	30,890.02
Optimat Ltd	EU BLING	12/09/2022	6,270.00	
Optimat Ltd	EU BLING	07/10/2022	8,265.60	
Optimat Ltd	EU BLING	19/12/2022	12,735.60	27,271.20
S82 Consulting Ltd	R37 RTS MONITORING	16/02/2023	9,690.00	
S82 Consulting Ltd	R37 RTS MONITORING	21/02/2023	9,120.00	
S82 Consulting Ltd	R37 RTS MONITORING	17/03/2023	16,986.00	35,796.00
Trapeze	CORE	12/04/2022	24,882.00	
Trapeze	CORE	07/07/2022	66,960.00	91,842.00
East Lothian Council	SHARE - NORTH	27/04/2022	27,929.00	27,929.00

TOTAL £781,356 £781,356

6) Members or employees who received remuneration in excess of £150,000

**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. 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.scottishfuturestrust.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>	
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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>	<p>BB PF</p>
11.	Date of Next Meeting	
	<p>The proposed date of the next meeting is scheduled for 2:00pm on Wednesday 8th November 2023.</p>	