

## SEStran Partnership Board Minutes

10.00am, Friday 22 September 2023

Dean of Guild Court Room, City Chambers, Edinburgh, and Microsoft Teams

<u>Present</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Colin Davidson (Chair)	Fife Council
	Cllr Danny Aston	City of Edinburgh Council
	Cllr Colin Cassidy	Midlothian Council
	Cllr Derek Glen (A1 – A7)	Fife Council
	Cllr Russell Imrie	Midlothian Council
	Cllr Robin Lawson	Fife Council
	Cllr Jenny Linehan (A1 – A9)	Scottish Borders Council
	Linda Bamford	Non-Councillor Member
	Alistair Couper (A1 – A11)	Non-Councillor Member
	Geoff Duke	Non-Councillor Member
	Callum Hay	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member
	John Scott	Non-Councillor Member
	Kate Sherry (A1 – A7)	Non-Councillor Member
	Paul White	Non-Councillor Member
<u>In Attendance</u>		
	Christopher Gardner	Audit Scotland
	Jamie Macrae (Clerk)	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Ian Lennox	East Lothian Council
	Christopher Cox	Falkirk Council
	John Mitchell	Fife Council
	Ewan Doyle	Scottish Borders Council
	Brian Butler	SEStran
	Angela Chambers	SEStran
	Andrew Ferguson	SEStran
	Keith Fisker	SEStran

Tom Flanagan	SEStran
Hattie James	SEStran
Megan Moore	Scotrail
Ewan Tait	Scotrail
Sharon Dickson	Transport Scotland

### **Apologies for Absence**

Cllr Scott Arthur	City of Edinburgh Council
Cllr Jule Bandel	City of Edinburgh Council
Cllr Jane Cox	Scottish Borders Council
Cllr Tom Conn	West Lothian Council
Cllr Fiona Law	Clackmannanshire Council
Cllr John McMillan	East Lothian Council
Cllr Sally Pattle	West Lothian Council
Doreen Steele	Non-Councillor Member

## **A1. Minutes**

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### **Decision**

- 1) To agree the minute of the SEStran Partnership Board of 16 June 2023 as a correct record.
- 2) To note the draft minute of the SEStran Performance and Audit Committee of 8 September 2023.
- 3) To note the draft minute of the SEStran Performance and Audit Committee (Special Meeting) of 19 September 2023

## **A2. 2022/23 Annual Audit Report and Audited Annual Accounts 2022/23**

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The 2022/23 Annual Audit Report by Audit Scotland and the Audited Annual Accounts for the year ended 31st March 2023 were presented to the Board.

### **Decision**

- 1) To note the Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit.
- 2) To authorise the Audited Annual Accounts for signature.

(Reference – report by the Treasurer, submitted.)

## **A3. Finance Officer's Report**

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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, was presented. This included an analysis of financial performance to the end of August 2023. The

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

### **Decision**

- 1) To note the forecast underspend on the Core revenue budget of £22,000.
- 2) To note the forecast underspend on the Projects budget of £11,000.

(Reference – report by the Treasurer, submitted.)

## **A4. Appointment of Treasurer**

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The Transport (Scotland) Act 2005 required 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 had undertaken the duties of proper officer for the financial administration of the Partnership.

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.

Hugh Dunn would 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. 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. It was proposed that Richard Lloyd-Bithell as Service Director, Finance and Procurement, be appointed as SEStran treasurer with effect from the 30<sup>th</sup> of September 2023.

### **Decision**

- 1) To note the resignation of Hugh Dunn from the position of SEStran treasurer with effect from the 30th of September.
- 2) To appoint 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.

(Reference – report by the Secretary to SEStran, submitted.)

## **A5. ScotRail Update**

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A presentation was provided by Ewan Tait, Business Development Executive, ScotRail. Details were provided in relation to passenger demand, particularly in terms of peak and off-peak services since Covid. A trial was due to run from October 2023 for six months, which would remove peak time fares, meaning that all journeys would be priced at off-peak fares. The trial was funded by the Scottish Government to make rail travel more accessible and affordable. New timetables were also being implemented for Fife and Tay Cities.

The Board discussed potential future cross-city services in Edinburgh and decarbonisation of rolling stock.

### **Decision**

- 1) To note the presentation.

- 2) To propose that ScotRail's visit to Fife Council should form part of the consultation.
- 3) To agree that ScotRail would be invited to attend the March 2024 meeting of the SEStran Board.

(Reference – presentation by Ewan Tait, Scotrail, submitted.)

## **A6. Partnership Director's Update**

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The Partnership Director provided an update on SEStran activities. SEStran had recently recruited to three vacancies: a Strategy Manager, Programme Manager and Communications and Marketing Officer. An update was also provided on the trial of the GoSEStran app, which was a free journey planning tool for South East Scotland.

### **Decision**

- 1) To note the update by the Partnership Director.
- 2) To agree to invite the three new staff to the next Board meeting in December 2023.

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

## **A7. Collaboration**

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### **a) Concordat with Edinburgh & South East Scotland City Region Deal – Report by Brian Butler**

An update was provided of 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 could deliver shared outcomes through targeted transport interventions.
- Defining how new transport interventions would progress, from strategy to delivery, through the appropriate governance structure(s), depending on the activity.

### **Decision**

To note the progress that had been made with regard to joint working with the Edinburgh and South East Scotland City Region Deal, and that the concordat would be presented to the CRD Directors' meeting before being fully implemented by both parties.

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

### **b) Future Transport Master Planning – joint working with Edinburgh & South East Scotland City Region Deal – Presented by Brian Butler and Ewan Doyle**

An update was provided on joint working between SEStran and the Edinburgh and South East Scotland City Region Deal on future transport master planning. The Regional Prosperity Framework was published in September 2021 – SEStran was a key partner in this along with the Scottish Government. SEStran sat within the Infrastructure and

Recovery strand of the Delivery Plan. Joint working ensured that the Regional Delivery Plan aligned with SEStran boundaries.

### **Decision**

To note the update.

**c) EV Charging Contracts – joint working with Edinburgh & South East Scotland City Region Deal and Dumfries & Galloway Council – Presented by Tom Flanagan**

An update was provided on joint working with the Edinburgh and South East Scotland City Region Deal and Dumfries and Galloway Council in relation to EV Charging Contracts. One challenge was the wide array of different contracts and services across the country. Joint working was essential as EV travel crossed different local authority boundaries. Discussions had been ongoing culminating the first EV Forum in August 2023. There was agreement to support potential procurement of charge point infrastructure supported by the Scottish Futures Trust.

### **Decision**

To note the update.

## **A8. Workforce Mobility**

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An update was provided on Workforce Mobility projects, which sat within the City Region Deal. Officers were looking at barriers to employment throughout the region and were looking to carry out 12-14 surveys across the region. The presentation focused on how data could be used differently as part of this work, including tourism data, employment data, banking data.

### **Decision**

To note the update.

## **A9. Draft Annual Report**

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The annual report for the financial year April 2022 to March 2023 was presented. This provided an overview of SEStran's project portfolio and highlighted the contributions that SEStran had 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. Once approved by the Board, the Annual Report would be published online.

### **Decision**

- 1) To note the contents of the draft document and that comments on the draft document would be submitted offline.
- 2) To approve the Partnership Director to amend the draft taking into account any comments and finalise for publication and circulation.

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

## **A10. Projects Performance Report**

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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**

To note progress recorded in the past quarter.

(Reference – report by the Senior Partnership Manager, submitted.)

## **A11. Date of Next Meeting**

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### **Decision**

To note the date of the next meeting was scheduled for 10:00am on Friday 1<sup>st</sup> December 2023.

## **B1. SEStran Consultation Responses**

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### **Decision**

To note that the consultation responses.

(Reference – report by SEStran Strategic Advisor, submitted.)

## **B2. Public Sector Reform (Scotland) Act 2010 Report**

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### **Decision**

To note the report.

(References – report by the Business Manager, submitted.)

## **B3. Minutes**

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### **B3.1 Minutes – Chief Officer Liaison Group – 23 August 2023**

#### **Decision**

To Note the minutes of the Chief Officer Liaison Group of 23 August 2023.