SEStran

South East of Scotland
Transport Partnership

SESTRAN PARTNERSHIP BOARD MEETING

**Dean of Guild Courtroom, City Chambers, Edinburgh, EH1 1YJ
Or via Microsoft Teams
10:00am Friday 1st December 2023**

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

<u>**AGENDA**</u>   **Page No's**

1.   **ORDER OF BUSINESS**
2.   **APOLOGIES**
3.   **DECLARATIONS OF INTEREST**

<u>**AGENDA A – POINTS FOR DECISION**</u>

AGENDA B – POINTS FOR NOTING

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24 November 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 22 September 2023

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

Present	Name	Organisation Title
	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
In Attendance		
	Christopher Gardner	Audit Scotland
	Jamie Macrae (Clerk)	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Ian Lennock	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 Fisken	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

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

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

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

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 30th 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

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

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

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 Scotrail 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

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

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

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

Decision

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

B1. SEStran Consultation Responses

Decision

To note that the consultation responses.

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

B2. Public Sector Reform (Scotland) Act 2010 Report

Decision

To note the report.

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

B3. Minutes

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.

PERFORMANCE & AUDIT COMMITTEE

**Dean of Guild Court Room, City Chambers, Edinburgh, EH1 1YJ
and via Microsoft Teams
on Friday 17 November 2023
1.00pm**

PRESENT:	Name	Organisation Title
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Arthur	City of Edinburgh Council
	Councillor Glen	Fife Council
	Simon Hindshaw	Non-Councillor Member
	Councillor Law	Clackmannanshire Council
	Councillor Linehan	Scottish Borders Council
	John Scott	Non-Councillor Member
	Doreen Steele	Non-Councillor Member

IN ATTENDANCE:	Name	Organisation Title
	Brian Butler	SEStran
	Angela Chambers	SEStran
	Cameron Duck	SEStran
	Keith Fisken	SEStran
	Christopher Gardner	Audit Scotland
	Andrew Henderson	City of Edinburgh Council
	Iain Shaw	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

Apologies were submitted on behalf of Councillor Paul Garner (Falkirk Council) and Councillor Sally Pattle (West Lothian Council)

A3.   DECLARATION OF INTERESTS

None.

A4.   MINUTES

(a)   To approve the minute of the Performance and Audit Committee of 8th September 2023 as a correct record.

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To approve the minute of the Special Performance and Audit Committee of the 19th September 2023 as a correct record.

A5   **INDICATIVE FINANCIAL PLAN 2024/25 TO 2025/26**

Officers provided an update on the financial planning being progressed for the 2025/26 revenue budget and outlined an indicative plan for 2025/26.

It was confirmed that following review by the Performance and Audit Committee, a report on financial planning for 2024/25 to 2025/26 will be presented to the Partnership Board on 1st December 2023 for review. The Partnership's Core and Projects budgets will continue to be developed to achieve expenditure within available funding, prior to a budget for 2024/25 being presented to the Partnership Board for approval at its meeting in March 2024.

Decision

1) To note the financial planning assumptions for the period 2024/25 to 2025/26;

2) To note that financial planning for 2024/25 to 2025/26 will continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2024; and

3) To note that the proposed budget is subject to a number of risks. All income and expenditure of the Partnership will continue to be monitored closely with updates reported to each Partnership meeting.

(Reference – report by the Treasurer, submitted)

A6.   **RISK REGISTER**

Officers presented the six-monthly update on SEStran's risk register acknowledging that the Performance and Audit Committee approved the SEStran risk management framework policy at its meeting in November 2021 to support the management of the overall risk process within the organisation. It was confirmed that risk 2.9 Other Funding Sources had been closed.

Decision

1) To note the contents of the reports; and

2) To note that a final version of the Risk Register will be referred to the Partnership Board for noting.

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

A7.   **SESTRAN BUSINESS PLAN DEVELOPMENT 2024 TO 2027**

Officers provided an update on the Business Plan development process for the next 3-year activity period, highlighting that the first draft would be submitted to the next meeting of the Performance and Audit Committee.

The Convener of the Performance and Audit Committee took the opportunity to thank members for volunteering to participate in the working group and highlighted that, as this was not a closed group, all members are welcome to participate.

Decision

To note that the contents of the report.

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

A8.   **DATE OF NEXT MEETING**

Friday 1 March 2024

Indicative Financial Plan 2024/25 and 2025/26

1.   Introduction

1.1   This report provides an update on financial planning being progressed for the 2024/25 revenue budget and an indicative plan for 2025/26.

2.   Main Report

Scottish Government Budget 2024-25

2.1   The Scottish Government Budget is scheduled to be announced on 19 December 2023.

2.2   It is anticipated Scottish Government funding to Regional Transport Partnerships (RTPs) for 2024/25 will be advised early in 2024.

Financial Planning 2024/25 and 2025/26

2.3   The three-year planning assumptions presented to the Partnership on 17th March 2023 have been updated.

2.4   As reported to the Partnership Board on 17th March 2023, a strategic realignment of the Partnership's organisation structure has been undertaken, in order to support delivery of the Regional Transport Strategy (RTS).

2.5   As a consequence of these changes, there is an increase of £43,000 in the cost of the current Partnership organisation structure at this stage of the financial planning process.

2.6   Responsibility has been assigned to the Senior Partnership Manager to proactively secure additional funds to ensure delivery of key strands of the RTS through targeted approaches to Transport Scotland, the EU Horizon Fund, UK Innovate Fund, industry partners, UK Department for Transport, and branches of the Scottish Government other than Transport Scotland. Annual funding targets will be agreed, monitored and reported to Performance and Audit Committee and the Partnership Board.

2.7   A Strategy Manager has been recruited to the existing post to work closely with partners and stakeholders to ensure that key actions identified in the RTS are prioritised and translated into fully funded and deliverable plans. The Strategy Manager will work closely with the Senior Partnership Manager on the identification of opportunities for funding and to build the associated business cases.

2.8   A dedicated resource has been recruited to raise the Partnership's profile through the development and implementation of a comprehensive communications strategy

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with plans to support all key strategies, projects and products. This will increase brand recognition and the association of the Partnership with a track record of delivery and, therefore, make it a preferred partner for transport investments. The Communications and Marketing Officer will also support all funding applications by building a library of templates, evidence, and key messages.

2.9   As a result of the recruitment and actions outlined in 2.6 to 2.8, it is anticipated that funding will increase in future years, but a cautious approach has been taken in the preparation of the current budget estimates and no additional income has been assumed at this stage.

2.10   In addition, it is anticipated that a significant portion of employee costs will be recharged to the numerous projects that will be initiated and progressed towards realising the RTS, or projects that are already in train. Current practice has been for the Partnership to absorb most of these costs. EU-funded projects were an obvious exception to this practice.

2.11   Further budget development will be undertaken, with an update provided to the next meeting of the Partnership as the Partnership works through both funding opportunities and recharging employee costs.

2.12   The 2023/24 Local Government pay award has resulted in an additional cost of £25,000.

2.13   Financial planning continues to be based on an employers Pension Fund contribution rate of 33.1%, following the 2020 Actuarial Valuation. The outcome of the 2023 Actuarial Valuation will be available in early 2024 to update budget estimates.

2.14   An analysis of the indicative Core budget for 2024/25 and 2025/26 is shown in Appendix 1.

2.15   A roll forward of Project budget activity from 2024/25 to 2025/26 is shown in Appendix 2(a) and 2(b).

2.16   Indicative financial planning from 2024/25 to 2025/26 is based on receiving £782,000 grant from the Scottish Government and £190,000 from constituent council requisitions. This represents a stand-still in grant and Council requisitions.

2.17   Based on updated Core budget costs and a roll forward of the indicative Project financial plan for 2024/25 and 2025/26, there is a funding shortfall of £68,000 in 2024/25 (£74,000 in 2025/26). This is shown in Appendix 3.

2.18   Appendix 3 shows all budgeted expenditure and income since 2018/19. Scottish Government grant funding has remained fixed at £782,000 since 2011/12. Council requisitions reduced by 5% in 2017/18 from £200,000 to £190,000.

2.19   For 2024/25, it is anticipated external income will fund 34% of indicative expenditure, based on the current prudent estimate of external income of £539,000. An update of this percentage will be provided to the Partnership Board in March 2024 as further external income streams are developed.

2.20 2023/24 Council requisitions are shown in the table below, for reference.

Council	Requisition
Clackmannanshire	£6,047
East Lothian	£12,858
Edinburgh	£61,773
Falkirk	£18,856
Fife	£43,969
Midlothian	£11,109
Scottish Borders	£13,613
West Lothian	£21,775
Total	**£190,000**

2.21 In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy and established an unallocated General Fund reserve of £49,000, based on 5% of the core revenue budget.

2.22 An earmarked balance of £159,000 was established following slippage on Project delivery and Core budget underspend in 2022/23. The indicative financial plan assumes the balance of £159,000 will be fully spent in 2023/24.

2.23 A risk assessment for 2024/25 is included at Appendix 4.

3   Next Steps

3.1 The Partnership's Core and Projects budgets will continue to be developed to achieve expenditure within available funding....

3.2 After review by Performance and Audit Committee and Chief Officers Liaison Group, a budget for 2024/25 will be presented to the Partnership Board for approval at its meeting in March 2024.

4   Recommendation
4.1 It is recommended that the Partnership Board:

4.1.1 note the financial planning assumptions for the period 2024/25 to 2025/26;

4.1.2 note that financial planning for 2024/25 to 2025/26 will continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2024;

4.1.3 note that the proposed budget is subject to a number of risks. All income and expenditure of the Partnership will continue to be monitored closely with updates reported to each Partnership meeting.

5   Background Reading/External References

5.1 Revenue Budget 2023/24 and Indicative Financial Plan 2024/25 to 2025/26 – report to South East Scotland Transport Partnership 17th March 2023

5.2 Partnership Director's Report – report to South East Scotland Transport Partnership 17th March 2023

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Richard Lloyd-Bithell
Treasurer
24th November 2023

Appendix   Appendix 1 – Indicative Core Budget 2024/25 to 2025/26

Appendix 2(a) – Projects – Indicative Activity 2024/25

Appendix 2(b) - Projects - Indicative Activity 2025/26

Appendix 3 – Summary of Revenue Budget 2018/19 – 2025/26

Appendix 4 - Risk Assessment 2024/25

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.
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.

Indicative Core Budget 2024/25 and 2025/26

	Approved Budget 2023/24	Indicative Budget 2024/25	Indicative Budget 2025/26
	£000	£000	£000
Employee Costs			
Salaries	428	499	523
National Insurance	49	59	63
Pension Fund	151	165	173
Recharges	(4)	0	0
Recharges – Cycling Officer	(20)	0	0
Training & Conferences	10	10	10
Interviews & Advertising	2	2	2
	616	**735**	**771**
Premises Costs	**18**	**18**	**18**
Transport	**8**	**8**	**8**
Supplies and Services			
Communications & Computing	48	48	48
Hosted ICT – Novus FX	44	44	44
Printing, Stationery & General Office Supplies	7	7	7
Insurance	7	7	7
Equipment, Furniture, Materials, Miscellaneous	4	4	4
	110	**110**	**110**
Support Services			
Finance	31	31	31
Legal Services / HR	7	7	7
	38	**38**	**38**
Corporate & Democratic			
Clerks Fees	12	12	12
External Audit Fees	12	12	12
Members Allowances and Expenses	1	1	1
	25	**25**	**25**
Interest	**0**	**0**	**0**
Total Gross Expenditure	**815**	**934**	**970**
Funding			
Scottish Government Grant	(625)	(744)	(780)
Council Requisitions	(190)	(190)	(190)
Total Funding	**(815)**	**(934)**	**(970)**

Projects – Indicative Activity 2024-25   **Appendix 2(a)**

Service	2023-24 Approved Budget £'000	2024-25			Activity
		Gross Expenditure £'000	Income £'000	Net Expenditure £'000	
Sustainable Travel	28	31	0	31	
Urban Cycle Network	0	100	(100)	0	100% funded by Sustrans.
Urban Cycling	21	0	0	0	
Active Travel Fund	0	400	(400)	0	
RTS Development	18	18	0	18	
GO e-BIKE	10	10	0	10	
Thistle Assistance	6	30	(24)	6	
Consultancy support	43	21	0	21	
Equalities Action Forum	10	10	0	10	
EU – Funded Projects					
Surflogh	3	0	0	0	Ended 2023/24
Bling	3	0	0	0	Ended 2023/24
Primaas	2	0	0	0	Ended 2023/24
Connect	3	0	0	0	Ended 2023/24
Real-Time Passenger Information System (RTPI)					
Maintenance	25	25	0	25	
Income – screens	(15)	0	(15)	(15)	
Total	**157**	**645**	**(539)**	**106**	

	2024/25	2025-26			
Service	**Indicative Budget £'000**	**Gross Expenditure £'000**	**Income £'000**	**Net Expenditure £'000**	**Activity**
Sustainable Travel	31	1	0	1	
Urban Cycle Network	0	100	(100)	0	100% funded by Sustrans.
Active Travel Fund	0	450	(450)	0	
RTS Development	18	18	0	18	
GO e-BIKE	10	10	0	10	
Thistle Assistance	6	30	(24)	6	
Consultancy support	21	21	0	21	
Equalities Action Forum	10	10	0	10	
Real-Time Passenger Information System (RTPI)					
Maintenance	25	25	0	25	
Income – screens	(15)	0	(15)	(15)	
Total	**106**	**665**	**(589)**	**76**	

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Summary of Revenue Budget 2018/19 – 2025/26

	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Core	531	584	581	663	619	774	934	970
Projects	614	590	1,030	786	882	688	620	640
RTPI	108	100	50	23	25	25	25	25
Total Budget	**1,253**	**1,274**	**1,661**	**1,472**	**1,526**	**1,487**	**1,579**	**1,635**
External Funding								
EU Grants	139	82	142	106	210	26	0	0
Other income	142	220	547	394	344	489	539	589
Total External Funding	**281**	**302**	**689**	**500**	**554**	**515**	**539**	**589**
Scottish Government	782	782	782	782	782	782	782	782
Council Requisition	190	190	190	190	190	190	190	190
Total Funding	**1,253**	**1,274**	**1,661**	**1,472**	**1,526**	**1,487**	**1,511**	**1,561**
Shortfall	-	-	-	-	-	-	**68**	**74**

Risk Description	Existing Controls
Pay awards The indicative budget makes provision for a pay award of up to 3% in 2024/25. An uplift of 1% in pay award equates to an increase of £7,111.	Alignment with Local Government Pay Policy.
Inflation There is a risk that the indicative budget does not adequately cover price inflation and increasing demand for services.	Allowance made for specific known price inflation. Budgets adjusted in line with current cost forecasts.
Pension Fund Contributions The value of the Partnership's pension fund was restricted to 'Nil' at 31 March 2023, following proper accounting practice. The actual surplus may lead to a decrease in future employer's pension fund contributions.	The outcome of the Lothian Pension Fund's Triennial Actuarial Review in 2023 will be confirmed prior to the Partnership Board being recommended to approve the budget for 2024/25.
Funding Reductions Reduction in funding from Scottish Government and/or council requisitions. 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.	Continue to seek to source external funding. Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.

FINANCE OFFICER'S REPORT

1.   Introduction

1.1   This report presents the second 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 October 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 seven months to 31ˢᵗ October 2023 was £366,000. 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 the cost of the recently agreed 2023/24 Local Government pay award.

2.4   It is projected expenditure for the year will be £11,000 less than budget. This is due to delays in staff recruitment (£64,000) 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:

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

- legal fees of £14,000, 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   It is projected that net expenditure on projects in 2023/24 will be £38,000 less than budget. This forecast is based on a full spend of project slippage balances brought forward from 2022/23.

2.8   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

2.9   The Partnership continues to maintain 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
30 September 2023	+ 341,471
31 October 2023	+ 329,745

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

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

Reserves

2.12   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.

2.13   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.

2.14   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 £11,000;

3.2 notes the forecast underspend on the Projects budget of £38,000.

Richard Lloyd-Bithell
Treasurer
24th November 2023

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

Core Budget 2023/24 – as at 31st October 2023   **Appendix 1**

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
Employee Costs					
Salaries	428	250	180	390	(38)
National Insurance	49	28	19	44	(5)
Pension Fund	151	88	56	132	(19)
Recharges	(24)	(4)	(16)	(24)	0
Training & Conferences	10	6	1	6	(4)
Interviews & Advertising	2	1	0	0	(2)
	616	**369**	**240**	**548**	**(68)**
Premises Costs					
Office Accommodation	**18**	**9**	**9**	**18**	**0**
Transport					
Staff Travel	**8**	**5**	**1**	**3**	**(5)**
Supplies and Services					
Communications & Computing	48	29	22	49	1
Hosted Service - Novus FX	44	44	48	45	1
Printing, Stationery & General Office Supplies	7	4	1	3	(4)
Insurance	7	7	0	7	0
Equipment, Furniture & Materials, Miscellaneous	4	2	2	4	0
	110	**86**	**73**	**108**	**(2)**
Support Services					
Finance	31	0	1	31	0
Legal Services / HR	7	0	1	21	14
External Consultants	0	0	41	51	51
	38	**0**	**43**	**103**	**65**
Corporate & Democratic					
Clerks Fees	12	0	0	12	0
External Audit Fees	12	0	0	12	0
Members Allowances and Expenses	1	1	0	0	(1)
	25	**1**	**0**	**24**	**(1)**
Total Expenditure	**815**	**470**	**366**	**804**	**(11)**
Funding:					
Scottish Government Grant	(625)	(414)	(414)	(625)	0
Council Requisitions	(190)	(190)	(170)	(190)	0
Total Funding	**(815)**	**(604)**	**(584)**	**(815)**	**0**
Net Expenditure/ (Income)	**0**	**(134)**	**(218)**	**0**	**(11)**

	Revised Budget	Slippage from 2022/23	EU /Other Grant	Net Expenditure Budget	Annual Forecast	Forecast Variance
	£'000	£'000	£'000	£'000	£'000	£'000
EU Projects						
Surflogh	23	(3)	(8)	12	12	0
Bling	19	(3)	(16)	0	0	0
Primaas	(3)	4	1	2	2	0
Connect	(7)	7	(13)	(13)	(13)	0
Regio-Mob	(11)	11	1	1	1	0
Total EU Projects	**21**	**16**	**(35)**	**2**	**2**	**0**
RTPI	2	23	(15)	10	5	(5)
Active Travel Fund	350		(350)	0	0	0
Regional Transport Strategy	(62)	74		12	15	3
Sustainable Travel	39	41		80	68	(12)
GO e-Bike	114	1	(53)	62	62	0
Urban Cycle Networks	6	2		8	8	0
Projects Consultancy Support	45	(7)		38	38	0
Equalities Action Forum	(1)	11		10	10	0
Thistle Assistance	83	(13)	(64)	6	6	0
Mobility as a Service	260	(3)	(238)	19	19	0
Bus Strategy Development	26	14	(12)	28	0	(28)
EV Strategy	40			40	40	0
Leith Docks/ Newburgh	0			0	4	4
Total	**923**	**159**	**(767)**	**315**	**277**	**(38)**

Risk Description	Mitigation and Controls
Pay awards The revenue budget made provision for a pay award of up to 3% in 2023/24. The recently agreed Local Government pay award is greater than the budget provision.	The financial impact of the recently agreed Local Government pay award is included in the forecast.
Inflation There is a risk that the approved budget does not adequately cover price inflation and increasing demand for services.	Ongoing monitoring and review of all costs and forecasts during 2023/24.
Delays in payment of grant by the EU - results in additional short-term borrowing costs.	EU projects are now largely concluded, with grant claims settled.
Pension Fund Contributions A deficit on the staff pension fund could lead to increases in the employer's pension contribution.	The results of the Lothian Pension Fund Triennial Actuarial Review 2023 are due to be received in early 2024 At 31st March 2023, the Partnership had an unrestricted Pension Asset.
Funding Reductions Reduction in funding from Scottish Government and/or council requisitions. 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.	Scottish Government grant and Council contributions are confirmed for 2023/24. Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.

PROJECTS AND STRATEGY PERFORMANCE REPORT

1 INTRODUCTION

1.1 This report and its appendix update the Board on performance within the Partnership's various strategy and project workstreams over the last quarter.

1.2 For future reporting it is proposed that this stream of reporting is passed back to the Performance and Audit Committee and a report taken to the subsequent Partnership Boards on issues discussed with recommendations. This would commence from first quarter 2024.

2 PERFORMANCE AND ISSUES TRACKING

2.1 A new format is being developed for reporting on funded projects, programmes and workstreams. Progress against agreed deliverables and/or RTS and Business Plan milestones is indicated in the attached Appendix. For each, a high-level 'RAG' (Red-Amber-Green) status is used. Once reported as complete, these projects will be removed from future updates. Where required, a note explaining progress is provided.

RAG Status	Meaning:
GREEN	On track to plan and budget
AMBER	Delayed and/or not tracking to budget but can be mitigated
RED	Severe issues with delivery and/or budget

2.2 For each activity area, the alignment with the new Regional Transport Strategy is indicated with a 1 to 4 for the following:

- RTS Objective 1: Transitioning to a sustainable, post-carbon transport system
- RTS Objective 2: Facilitating healthier travel options
- RTS Objective 3: Transforming public transport connectivity and access across the region
- RTS Objective 4: Supporting the safe, sustainable and efficient movement of people and freight across the region

3. KEY ISSUES AND FUNDING

3.1 Unless otherwise highlighted in 3.2 below all workstreams are tracking to plan, i.e. have a GREEN RAG rating.

3.2 Current Amber rated issues are highlighted below, there are no Red rated issues.
- GO e-Bike Shared System (section 1)
- Real Time Passenger Information (section 2)

3.3 The Partnership has received £1,040,500 in additional funding so far in financial year 2023/24. This funding will allow the Partnership to undertake additional work and is summarised in section 7 of the appendix.

4   RECOMMENDATIONS

4.1   The Board is asked to:

a) Agree to move scrutiny of future Projects Update Reports to the Performance & Audit Committee
b) Note progress recorded in the past quarter, summarised in the attached Appendix

Keith Fisken
Senior Partnership Manager
1st December 2023

Appendix: Projects Tracker - December 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.

2

Appendix 1: SEStran Projects Tracker – December 2023

For each activity area the alignment with the Regional Transport Strategy is indicated with a 1 to 4 for the following:

- RTS Objective 1: Transitioning to a sustainable, post-carbon transport system
- RTS Objective 2: Facilitating healthier travel options
- RTS Objective 3: Transforming public transport connectivity and access across the region
- RTS Objective 4: Supporting safe, sustainable and efficient movement of people and freight across the region

For each active RAG Status used is as follows:

Red	Severe issues with delivery and/or budget
Amber	Delayed and/or not tracking to budget but can be mitigated
Green	On track to plan and budget

1. Active Travel

Project Name	RTS Alignment				Start	End	Status
SEStran Strategic Network	1	2		4	2020	Ongoing	🟩

Summary of Project
The SEStran Strategic Network presents a framework for coordinated development of cross boundary active travel routes connecting cities, towns, neighbourhoods, settlements and public transport hubs in the SEStran region. The Network presents a proposal for phased investment in active travel infrastructure across the region to help guide potential future projects and funding bids for both SEStran and partner Local Authorities. https://sestran.gov.uk/publications/sestran-strategic-network-cross-boundary-active-travel-routes-connecting-people-and-place/

Milestones	Date	Status
▪ Brief for Tender of consultancy work	July 2023	🟦
▪ Engagement with stakeholders	Ongoing	🟩
▪ Feasibility and preliminary design of options	Ongoing	🟩
▪ Consultation with stakeholders on furthering design	Ongoing	🟩
▪ Completion of Fife feasibility studies	Mar 2024	🟩
▪ Completion of Falkirk detailed design	Mar 2024	🟩
▪ Plan activity for 2024/25 delivery	Mar 2024	🟩

Activity since last report
▪ MCA and phasing has been updated and revised schematic received.
▪ Workshop held with Falkirk Council on the 13th November to take some key decisions around taking forward Falkirk routes to RIBA stage 4.
▪ Invoicing schedule received from ARUP for works totalling £195k up to end of March 2024

Planned Activity	Date
▪ Review SSN update and decide whether to be published on website	December 2023
▪ Agree additional design support funding from T.S.to support taking Falkirk routes to being construction ready in 2024.	December 2023
▪ Promote virtual reality engagement rooms and input to consultation for Falkirk and Fife routes	January 2024
▪ PM meetings with Arup (fortnightly 1-1 and monthly with full team)	March 2024

Risks	Status
Timescales for spend restrict what activity can be completed on Falkirk routes	🟧

Issues	Status
Allocation of underspend needs to be confirmed	🟧

Project Name	RTS Alignment			Start	End	Status
GO e-Bike Community Hubs	1	2	4	2017	Ongoing	🟩

Summary of Project

The Go e-Bike community project was developed by the South East Scotland Transport Partnership (SEStran). The project has involved setting up a series of hubs across the region. The hubs are developed with a mix of local community organisations, charities and academic institutions. Each hub is unique and tailored to its community to support long term sustainability of the hire bike scheme. In 2023 additional funding was received through the Smarter Choices Smarter Places Active Nation funding to support a promotional campaign, provide cycle training and deliver an employer trial.

Milestones	Date	Status
Update e-bike fleets	April 2023	🟦
Implement employer trial	October 2023	🟧
Develop e-bike promotional campaign	December 2023	🟩
Implement e-bike promotional campaign	January 2024	🟩
Run e-bike trial event	January 2024	🟩

Activity since last report

- West Lothian Bike Library (WLBL) are taking on the bulk of the work on the employer trial but have come up against some challenges (employer lined up to take part from start of November pulled out).
- There will need to be a change to the original proposal which was to engage with 12 employers (not possible in the remaining time). East Lothian will have the e-bikes from mid-Feb to March at John Muir House.
- Proposal to hold an engagement event at Victoria Quay in partnership with EST and Edinburgh Council active travel team cargo bike movement to allow VQ staff to try an e-bike and potentially to act as a mini-launch for e-bike promotional campaign.
- Communications and Marketing – A multi-channel promotional campaign is in development focused on raising awareness about e-bikes and highlighting their accessibility for local communities in the region. This comprehensive campaign will run across various channels, including digital and print media, public relations, and field activities. Engagement with stakeholders and partners will be a key part of the campaign, ensuring the distribution of key messages. By the end of March, the campaign will have developed all campaign assets, however campaign launch dates are pending confirmation
- Met with Energy Savings Trust re information sharing and support

Planned Activity	Date
▪ Increase engagement with community hubs	March 2024
▪ Undertake procurement for media awareness campaign	December 2023
▪ Launch and monitor awareness campaign	February 2023

Risks	Status
Unable to deliver promotional campaign in the timeframe	🟧
Unable to identify providers to deliver amount of cycle training	🟧

Issues	Status
Employer trial start delayed so will not meet target number of employers	🟧

Project Name	RTS Alignment				Start	End	Status
GO e-Bike Shared System	1	2	3	4	2019	Ongoing	

Summary of Project

The Go e-bike shared system was a public e-bike hire system installed in East Lothian and Midlothian. As of May 2023 the operator of the scheme ceased trading and the scheme stopped operating.

Milestones	Date	Status
▪ New milestones TBC	n/a	n/a

Activity since last report

Bewegen System – actions post supplier liquidation (Feb 2023)
- Agreement in place to transfer all SEStran assets to Hitrans
- Liaising with Hitrans about coordinating collection of bikes, spare parts and infrastructure for use in their system
- Quotes and outline of works received from Scottish Power Energy Networks for disconnecting power from existing sites. Hitrans will be covering costs of removal and relocation.

Replacement Approach
- Revised approach to bike share proposed, that will be lower cost, less at risk from vandalism and with the capacity to support multi modal journeys. Brompton Bikes have been identified as offering a service that meets all the outlined requirements within the available budget. Discussions are being held with Transport Scotland to ensure the new proposals meet with the original funding conditions.
- QMU are keen to move ahead with having a Brompton locker on site near to the previous Bewegen hire site at Musselburgh Station. A location has been identified at the site of the proposed mobility hub adjacent to the bus stop and Amazon lockers.
- Discussions with Brompton and Sustrans will allow us to utilise one of the Sustrans lockers that is currently in storage with Brompton.
- Meeting held with Scottish Borders Council about potential locations for a Brompton locker at Galashiels interchange or Tweedbank. SBC will come back as to whether there is possible site at Tweedbank.

Planned Activity	Date
▪ Request for quotes from civils companies for work required to remove docking stations	December 2023
▪ Remove existing system and transfer all assets to Hitrans	January 2024
▪ Agree approach for Brompton lockers, purchase, and install	December 2023

Risks	Status
New scheme proposals don't meet the criteria of the original funding and funding has to be repaid	

Issues	Status
Short timescales for delivery before March 2024	
Reallocation of potential underspend	
Ability to coordinate contractors and Hitrans for dock removal and pick-up at same time	

Project Name	RTS Alignment				Start	End	Status
Traffic Monitoring Cameras (Vivacity)	1	2		4	2022	2027	🟩

Summary of Project

To inform future project work SEStran is working with LAs and Vivacity to deploy a range of traffic camera/sensors across the region to produce an accurate representation of travel patterns of multi-modal traffic and produce data to enable support for appropriate infrastructure changes.

Milestones	Date	Status
▪ Identify 23 camera locations for monitoring and identify relevant assets and required permissions	November 2023	🟧
▪ Request for quotes for electric hook-up of cameras	November 2023	🟦
▪ Cameras operational and monitoring started	March 2024	🟧

Activity since last report

- ▪ A meeting was held Friday 10th with Vivacity and Midlothian active travel team about sites for 5 remaining cameras.
- ▪ Contractor appointed to connect cameras to power
- ▪ Alternative assets identified in Clacks for camera siting

Planned Activity	Date
▪ Finalise sites for remaining 5 cameras	December 2023
▪ Complete installation and connection of all cameras	January 2024
▪ Share information from camera feeds with Cycling Scotland Open data portal once cameras are connected	TBC

Risks	Status
▪ Additional delays to installation as a result of weather/permit requirements	🟧

Issues	Status

2. Public Transport

Project Name	RTS Alignment			Start	End	Status
Real Time Passenger Information (RTPI)	1	3	4	2010	Ongoing	🟧

Summary of Project
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. Since 2021 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. https://sestran.gov.uk/projects/real-time-passenger-information/

Milestones	Date	Status
▪ The new RTPI system testing was completed, and the system accepted	Nov 21	🟦
▪ 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.		🟦
▪ The regional RTPI purchasing framework is being utilised by SEStran and Local Authorities to provide additional Real Time infrastructure for the region.		🟦

Activity since last report
▪ 4 new screens for Midlothian (Penicuik, Dalkeith & Bonnyrigg) were installed and are now operational
▪ Data integration has significantly improved with an operator review meeting in October helping to communicate and address issues
▪ SEStran is currently working with Ticketer, Fife Council and M&W to facilitate the integration of real time data from their services into the system

Planned Activity	Date
▪ Purchase and install new signs for Scottish Borders Council via the framework.	Dec 2023
▪ Work with Lothian Buses on feed improvement and integration	Ongoing
▪ Work with Moffat & Williamson to standardise their data entry	Dec 2023
▪ Contribute to bus strategy development study	Dec 23 to March 24

Risks	Status
▪ Data feed stops working – technology or comms failure	🟥
▪ Operator does not update data or provides incorrect data	🟧
▪ Installation of hardware delayed e.g. power connection not available	🟧

Issues	Status
▪ Lothian Buses data integration has been problematic as there is a separate stream of work being undertaken by LB to update their internal systems. The data feed is currently incompatible with the regional system.	
▪ A solution is in place and the target is for real time data will roll out from their fleet from end first quarter 2024. For the regional screen network only, scheduled data will be displayed. The screens will be updated with a message to this effect	
▪ The Lothian Buses app and website is providing accurate real time data for their services.	
▪ Despite this set back the regional system is delivering real time information with McGills, Stagecoach, City Link, Prentice and Borders Buses all providing real time information	

Project Name	RTS Alignment				Start	End	Status
Novus FX Local Authority System	1		3	4	2010	Ongoing	🟩

Summary of Project

Novus-FX has been designed to assist Local Authorities manage bus information by streamlining the production of registration information, facilitating the transmission of accurate data to Traveline and Journey Planners, and integrating seamlessly with Trapeze's Novus-RT for the provision of real-time data. Novus-FX Publicity makes it easy to create modern and engaging printed information including roadside timetables, network maps and leaflets. The result is more accurate public transport data and better-informed passengers, leading to increased use of public transport.

Milestones	Date	Status
▪ Renewal of contract with Trapeze in April 2022 which runs up to March 2025	2022	🟦
▪ First round of local authority training complete	2023	🟦

Activity since last report

▪ Working with Local Authorities on designing a new module for bus stop integration.

Planned Activity	Date
▪ Develop new bus stop management and mapping module with LAs & Trapeze	first quarter 2024
▪ Plan next round of training	first quarter 2024

Risks	Status
▪ Data feed fails, communication or software issue	🟧
▪ Wrong data entered	🟧
▪ Key knowledge base in local authority is unavailable through illness or retirement	🟧

Issues	Status
▪ Relatively small number of people working on the system	🟩
▪ System complexity and time taken to train new users	🟩

Project Name	RTS Alignment			Start	End	Status
Newburgh Transport Appraisal	1		3	2019	Sep 2023	🟩

Summary of Project	
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. The project builds on work already undertaken by the NTSG and focusses on improving links to and from Perth, Edinburgh and Fife. It follows the Scottish Transport Appraisal Guidance (STAG). https://newburghtrainstation.org.uk/	

Milestones	Date	Status
▪ Case or Change and Initial Options work completed	2021	🟦
▪ Detailed Options Appraisal Revised (taking into account TS comments) and submitted to TS (Rail)	Sep 23	🟦

Activity since last report
▪ September 2023 - Final revisions undertaken to Detailed Options Appraisal
▪ Raised in Scottish Parliament on the 2nd of November – question from Willie Rennie (MSP) to the Transport Minister
▪ Transport Minister confirmed that there will be a response in coming weeks from Scottish Government on the proposals submitted

Planned Activity	Date
▪ SEStran Officers to attend community information event in Newburgh	25th November

Risks	Status
▪ Transport Scotland does not approve next stage of work	🟧

Issues	Status
▪ Complexity of appraisal process – number of revisions needed takes time	🟩

3. Technology

Project Name	RTS Alignment				Start	End	Status
GO SEStran	1	2	3	4	2022	Ongoing	🟩

Summary of Project

SEStran has worked with a wide range of stakeholders across the South East of Scotland to develop the GoSEStran project, an innovative MaaS and DRT project proposal that was submitted to the Transport Scotland's MaaS Investment Fund Round 2 (MIF2). The GoSEStran 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.

Milestones	Date	Status
▪ New Software Licence signed with Fuse continuing the digital platform that supports both SEStran and Tactran apps until March 2024.	July 2023	🟦
▪ University of St Andrews officially a partner, and from their MIF budget have paid for a web-based version of the GoSEStran platform, further integrations to make it more viable in Fife and improvements to the app for users such as the inclusion of a mobility menu.	September 2023/ ongoing	🟦
▪ IMPs Interest Group meetings held every month with other parties interested in joining the platform with SEStran and Tactran, including Nestrans/Aberdeen Council, SPT, City of Edinburg Council, Loch Lomond and the Trossachs National Park, NHS, and Perth and Kinross Council.	Ongoing	🟦
▪ [Integrated Mobility Partnership website](#) now live.	September 2023	🟦
▪ SEStran presented to the Transport Scotland MaaS Working Group in early November on key findings and recommendations for Maas, and are finalising the final report for circulation soon.	November 2023	🟩

Activity since last report

- Discussions are ongoing with Transport Scotland about what their plans are for the future of MaaS in Scotland. SEStran are encouraging conversations with other RTPs and other MaaS pilots in Scotland for long term plans for funding the pilots.
- Conversations are ongoing with Traveline and Trapeze about how their work for the DTDS project can link in with the work on MaaS.

Planned Activity	Date
▪ Confirm funding for collaborative procurement with Tactran to secure platform and hosting licences for existing GoSEStran and Tactran apps.	
▪ Subject to funding and Board approval, proceed with procurement process and select platform and hosting supplier and any other parties necessary to move IMPs project forward on multi-funded basis.	

Risks	Status
▪ Lack of funding to proceed. Mitigation is to continue discussions with potential funders, which have been very promising.	
▪ Confusion with other apps e.g. Traveline, Google, Citymapper. Focus is on emphasising differences/advantages of genuine MaaS product being funded by public sector for policy reasons. Regular meetings now to be set up with Traveline.	

Issues	Status
▪ Having shown promising results in relation to the initial MIF pilots, challenge is now to develop a governance structure and working relationships with other public bodies to provide a multi-party funded model for development of MaaS across Scotland.	

Project Name	RTS Alignment				Start	End	Status
Demand Responsive Transport (DRT)	1	2	3	4	2023	Ongoing	🟩

Summary of Project

SEStran received funding as part of the MaaS Investment Fund to trial a new DRT service in East Lothian. This service began in March 2023, after a procurement process to award The Routing Company a contract to provide the booking office dashboard and mobile booking app for the 109 supported bus service run by Prentice Coaches. SEStran also continues to engage with the local authorities in the region running their own DDRT/ DRT pilots including Borders Council and Fife Council.

Milestones	Date	Status
▪ Launched a new DDRT service in East Lothian.		🟩
▪ Integrated the new DDRT service in East Lothian, and the DRT Berwickshire service in Scottish Borders into the GoSEStran MaaS app.		🟩

Activity since last report

- Ongoing discussions with community transport operators in the region to assess if their services could benefit from engaging with DDRT tech companies, to improve the efficiency of booking their passengers.
- Continue discussions with the local authorities in the region to assess potential of other routes or services that may benefit from the technology offered by DRT.

Planned Activity	Date
▪ Continue to investigate further potential DRT pilots in the region, potentially around community transport operators, or workplace mobility and employee transport.	
▪ Depending on available funding, explore the potential of DRT for workplace mobility, such as trialling a DRT service for a big company in the region that employees tend to run to a shift pattern to see if by offering tailored bus service, it can reduce the number of employees driving.	
▪ Continue discussions with East Lothian Council and Prentice Coaches to evaluate the success of the current DRT pilot, and if funding allows, extending the pilot or trialling a new one in the region.	

Risks	Status
▪ Tech does not work as well as it could – mitigation has been joint work with operator, tech provider and Council to resolve issues.	🟧
▪ Low passenger numbers – discussions ongoing on promotional events including Ministerial visit.	🟧

Issues	Status
▪ East Lothian pilot has demonstrated so far that DDRT is not always an easy solution, and availability of drivers and extra rolling stock is as essential as tech.	🟧

Project Name	RTS Alignment				Start	End	Status
Thistle Assistance VoyagAR			3	4	2020	Ongoing	🟩

Summary of Project

VoyagAR is an end-to-end journey-planning and journey-tracking system to allow disabled people to utilise public transport in a safer, more convenient, and more enjoyable way. The system is designed to make disabled people feel more confident and comfortable when journeying on public transport services.

The traveller accesses the system through a smartphone app. Appropriately authorised carers or family members can assist with journey planning and track the traveller's progress using a companion website. During a journey, the traveller receives wayfinding guidance and support at key points, using a flexible combination of digital mapping, simple directional indicators, and Augmented Reality.

Milestones	Date	Status
▪ Received £300,000 funding from Scottish Enterprise to develop project through phase one proof of concept and phase two prototype development	2020	🟦
▪ Pilot developed by Sentireal (developer)	Sep 23	🟩

Activity since last report

The VoyagAR system consists of three cooperating software applications:
- ▪ A smartphone app used by the traveller undertaking a journey wholly or partially on public transport.
- ▪ A website used by carers to plan journeys on the traveller's behalf and track the traveller's progress during ongoing journeys.
- ▪ A central cloud-based software application that facilitates communication between the traveller app, carer website and third-party mapping and directions services.

Planned Activity	Date
▪ Continue to develop system with Sentireal – fine tuning and enhancements.	Dec 2023
▪ Finalise public launch with development of marketing campaign.	Jan 2024
▪ Develop legal approach to transfer of the system and intellectual property from Sentireal to a new developer.	Nov 2023

Risks	Status
▪ Software failure	🟧
▪ User accident whilst using	🟧
▪ Third party supplier changes or fails	🟧

Issues	Status
▪ Lack of resources to promote and engage at a national level	🟩
▪ System complexity	🟩

4. Accessibility

Project Name	RTS Alignment				Start	End	Status
Thistle Assistance Programme			3	4	2008	Ongoing	🟩

Summary of Project
The South East of Scotland Transport Partnership has developed the Thistle Assistance Programme to make using public transport easier for older people and those with disabilities or illness. Thistle Assistance is supported by a wide variety of voluntary organisations across Scotland and by most bus, train, tram, ferry and airport operators. It is credit-card sized and comes with a supply of peel-off stickers, which advise the driver or conductor of your disability and the help you need in an easy-to-read format. www.thistleassistance.com

Milestones	Date	Status
▪ New branding launched for programme with new creative and website		🟩
▪ New app developed		🟩
▪ Guide for transport operators developed		🟩
▪ Mailout system for card distribution in place		🟩
▪ National yearly budget agreed with all RTPs contributing		🟩

Activity since last report
▪ On going print media campaign using 'A Little Help Goes a Long Way' creative targeting specialist audience publications
▪ Developing new strategy with the new Marketing & Communications Officer

Planned Activity	Date
▪ Develop new stakeholder engagement plan to increase awareness with key stakeholders	Nov 2023
▪ Utilise launch of the new journey planner VoyagAR (see item in technology section)	Nov 2023

Risks	Status
▪ Transport Operators use their own approach – increases complexity for public	🟧
▪ App fails or stops working	🟧
▪ Cards and leaflet distribution delayed or fails	🟧

Issues	Status
▪ No current issues	🟩

5. Strategy

Project Name	RTS Alignment				Start	End	Status
SEStran 2035 Regional Transport Strategy	1	2	3	4	Mar 2023	2035	🟩

Summary of Project
The Regional Transport Strategy (RTS) provides the framework and a direction for transport in the southeast 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.

Milestones	Date	Status
▪ Board approval of draft RTS	Sep 22	🟦
▪ Scottish Ministers approved RTS	Mar 23	🟦
▪ SEStran Partnership Board approved and adopted new RTS	Mar 23	🟦
▪ Programme Investment Plan (PIP) baseline work complete	Aug 23	🟦

Activity since last report
▪ Engaged with ESECRD grouping to align with transport delivery plan workstream ▪ Refining PIP work by looking at integration of case studies with consultants S82

Planned Activity	Date
▪ Develop action plan matrix and integrate into 2024 to 2027 SEStran Business Plan	Mar 2024

Risks	Status
▪ Funding not available for specific actions within the plan	🟩

Issues	Status

Project Name	RTS Alignment				Start	End	Status
Electric Vehicle Strategy	1			4	2023		🟩

Summary of Project

In January 2022, The Scottish Government published a new draft vision statement for public electric vehicle (EV) charging in Scotland. The vision places people and businesses first, outlining the accessible, affordable and reliable public network required for the future. A just transition is at the heart of the new approach, where no one is left behind from the benefits afforded by the transition to a net zero transport system.

SEStran is exploring with stakeholders the potential benefits of a regional approach to the development of EV infrastructure and potential models for partnership working to maximise efficiencies and delivery opportunities.

Builds on the recently approved Concordat between SEStran and the Edinburgh and South East Scotland City Region Deal (ESESCRD), which is supported by Clackmannanshire and Falkirk Councils.

Milestones	Date	Status
▪ Regional Electric Vehicle Charging Forum set up and meeting	Aug 23	🟦
▪ Agreement by all partners to adopt a regional approach	Dec 23	🟩
▪ Agree structure, governance and funding	Jan 24	🟩
▪ Finalise procurement approach and documentation	Apr 24	🟩
▪ Tender for EVI partners	May 24	🟩
▪ Appoint partner(s)	Sept 24	🟩

Activity since last report

- A commission for a SEStran Regional EV Strategy has been agreed with Urban Foresight (UF), Part 1 has been progressed and the EV Position Statement & Maturity Assessment has been produced
- Undertook work with Scottish Futures Trust and Local Authorities to understand the current 'state of play'
- Forum met on 17/8 and 23/10 to discuss EV Positioning Statement & Strategy for the SEStran region

Planned Activity	Date
▪ Present updated Urban Foresight work and agree positioning statement, baseline, and need for regional EV strategy at EV workshop	24/11/23
▪ Present proposed approach to Falkirk and Clacks and get their agreement	27/11/23
▪ Present proposed approach to ESESCRD Directors and get their agreement	07/12/23
▪ Formulate operational and governance structures and applicable costs; get agreement from partners	Jan 2024
▪ Establish operational and governance groups	Feb 2024

Risks	Status
▪ Not all partners sign up to need for a regional EV strategy	🟧
▪ Not all partners sign up to need for a collaborative approach to procurement	🟧
▪ Failure to agree operational or governance structure, or to fund the structure	🟧

Issues	Status

Project Name	RTS Alignment			Start	End	Status
Regional Bus Strategy	1	3	4	Jun 2023	Jun 2024	🟩

Summary of Project
SEStran will develop a Regional Bus Strategy with the aspiration for a 'World Class Bus Service' that aligns with objectives in SEStran's Regional Transport Strategy and the National Transport Strategy 2. The proposed Regional Bus Strategy will support the objectives of equality, opportunity and community and incorporate the outcome of Transport Scotland's Fair Fares Review to be published later in 2023. Options being considered include a series of BSIPs, an overarching regional BSIP, a complementary data BSIP, the development of a franchise network or the extension of the operation of the municipally owned network, as the foundation of a world class bus network.

Milestones	Date	Status
▪ Approval from SEStran Partnership Board in June 2023 to progress the work.	June 2023	🟦

Activity since last report
▪ Submitted an application for £150,000 worth of funding from the Community Bus Fund
▪ Developed scoping brief and timeline for work

Planned Activity	Date
▪ Following formal grant offer letter being received from Transport Scotland undertake procurement of consultant to partner on the work.	Dec 2023

Risks	Status
▪ Complexity of appraisal process – number of revisions needed takes time	🟧

Issues	Status
▪ None currently	

Project Name	RTS Alignment			Start	End	Status
Freight Strategy	1		4	2020	2024	🟩

Summary of Project

The GO SEStran Forth Freight Strategy is being funded by Transport Scotland through the Local Rail Development Fund, with the central aim being to help provide the evidence base for local areas to bring forward schemes that can enter the Scottish Government Rail Enhancement and Capital Investment Strategy pipeline.
https://sestran.gov.uk/projects/regional-freight-study/

Milestones	Date	Status
▪ STAG Case for Change and Initial Options phases completed		🟦

Activity since last report

- ▪ Transport Scotland have approved funding for the final stage of the study
- ▪ SEStran & AECOM (consulting partners) have developed an updated program and timeline for the Detailed Options phase
- ▪ SEStran has engaged with Forth Ports and Green Free Ports group (via Fife Council).

Planned Activity	Date
▪ Revise transport planning objectives and refine options –	Nov to Dec 2023
▪ Stakeholder engagement	Dec to Jan 2024
▪ Assess against STAG criteria, establish cost to govt and undertake risk/uncertainty analysis	Jan to Feb 2024
▪ Submit final report	March 2024

Risks	Status
▪ Complexity of appraisal process – number of revisions needed takes time	🟧

Issues	Status
▪ Programme delay	🟧

6. Marketing and Communications

A communication and engagement plan has begun to be developed with initial understanding of objectives and scope to be determined. The communication and engagement plan will be based on the key strategic objectives of the RTS. Project-specific communications activities will be developed and delivered with their respective objectives.

7. Funding

Summary of additional funding in current financial year.

Funding Body	Title	Amount
Transport Scotland	Active Travel Grant	£467,500
Paths for All	Smarter Choices Smarter Places – GOSEStran	£100,000
Paths For All	Active Nation	£100,300
Paths for All	Smarter Choices Smarter Places – Thistle A	£40,000
Transport Scotland	Active Travel Transformation Fund - Design Support	TBC
Transport Scotland	Community Bus Fund	£150,000
Total		**£857,800**

Proposals being developed.

Funding Body	Title	Submitted
Innovate UK	Artificial Intelligence and Bus Forecasting	Nov 2023
Horizon Europe	Sustainable Freight	TBC

8. Meetings & Forums Update

A meeting with the Scottish Transport Minister has been arranged to the 31st of January 2024. The purpose of the meeting is to highlight the work done on the GoSEStran MaaS app in partnership with East Lothian Council, and to showcase the new Demand Responsive Transport Service in the area run by Prentice Coaches and The Routing Company. Both pilots were partly funded by the MaaS Investment Fund from Transport Scotland. The second half of the meeting with the transport minister is dedicated to the Chair and Vice Chairs of SEStran Board to highlight the key transport challenges in the region and the work SEStran are doing to meet the national and regional transport objectives.

Integrated Mobility Forum: aims 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. The forum meets twice a year and is open to all. Last Meeting 5th October 2023

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 meets twice a year and is open to all. Last Meeting 21st November 2023

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 meets twice a year and is open to all. Last Meeting 28th September 2023

Appointments to Succession Planning Committee

1. **INTRODUCTION**

1.1 The purpose of this report is to ask the Board to appoint a new representative to the Succession Planning Committee.

2. **BACKGROUND**

2.1 Following a change in Midlothian Council's representation on the Partnership Board, a vacancy has arisen to replace Cllr Alexander on the Succession Planning Committee.

2. **SUCCESSION PLANNING COMMITTEE**

2.1 The purpose of the Succession Planning Committee is to:
- lead on meeting the Board's responsibilities in relation to planning for succession through appointments and Board member development
- offer advice to the Board on future appointments and reappointments
- review and evaluate the skills, knowledge, expertise, diversity (including protected characteristics) of current Board members, and requirements of future members, on an annual basis
- monitor the development and continuous improvement a succession plan that can be presented to the Board
- to prepare, for Partnership Board approval, operational contingency and succession plans for the Partnership

2.2 The constitution is as follows:
The Succession Planning Committee shall consist of the Chair, two Board members, the Partnership Director, the Secretary and a representative from SEStran's Human Resources advisers. Other officers may be invited to attend for all or part of any meeting as and when appropriate.

2.3 The current membership of the Succession Planning Committee is:
- Cllr. Colin Davidson (Chair)
- Doreen Steele – Non-Councillor Member
- Brian Butler – Partnership Director
- Jenny Simpson – HR Adviser

2.4 The Succession Planning Committee will meet at least biennially.

3. **PROCESS**

3.1 Members are asked to nominate and approve a representative for appointment to the Succession Planning Committee.

3. **RECOMMENDATIONS**

The Board is asked to:

3.1   Nominate and approve the appointment of a new member representative to the Succession planning Committee, and;

3.2   Note the membership of the Succession Planning Committee.

Background Papers:

P34 Governance Scheme/Part 2: List of Committee Powers/Succession Planning Committee
https://sestran.gov.uk/wp-content/uploads/2023/03/SEStran-Governance-Scheme-March-2023.pdf

Angela Chambers
Business Manager
24 November 2023

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

GoSEStran MaaS and DDRT

1   INTRODUCTION

1.1   At its meeting of 17th March, the Board received a report on GoSEStran, updating on progress in this pilot project to trial Mobility as a Service (MaaS) and Digital Demand Responsive Transport (DDRT). The Board agreed:

1)   To note progress made on the project to date.
2)   To receive updates on the project as appropriate
3)   To note the extension of the Fuse licence agreement at no cost to SEStran.

In addition, as part of the Projects Report to the Board on 16th June, the Board agreed to note the intention to enter into a 9-month Licence agreement with Fuse Mobility Ltd in connection with the GoSEStran project, and delegate to officers to enter into further agreements with public sector bodies as part of the next phase of project.

1.2   The purpose of this report is to update on recent progress.

2   PROGRESS

2.1   The MaaS element of the pilot has continued to show promising results. The nominal target of 1000 users for GoSEStran was achieved (ahead of the projected date of end March) in mid-February, and there are now more than three times that original target in terms of user numbers. Appendix One shows recent high level data on performance of the app.

2.2   The on-demand bus service, which is piloting DDRT software, was launched on Monday 13th March 2023 and underwent a service redesign in August. There were no user targets for this element, as the MIF Fund project was seeking to show crossover between MaaS and DRT. Collaborative working between The Routing Company and East Lothian Council, and with Prentice Coaches as the bus operator, has resulted in the technology working well now, and patronage is beginning to rise.

2.3   The GoSEStran project was originally funded by Transport Scotland's MaaS Investment Fund (MIF), and Members will recall that procurement savings allowed extension of that strand of funding for the project to the end of June this year.

2.4   A formal monitoring and evaluation exercise on the project up to the end of June was carried out by Ansons on behalf of SEStran. The exercise consisted of analysis of dashboard data from the app, and surveys amongst both users and non-users. Key results included:

➢   89% of journeys planned were via sustainable modes
➢   17% of survey respondents reported they were intending to use a private vehicle before using the app, but switched to more sustainable mode

52

> 69% of respondents to the non-user survey reported that a single digital platform would encourage them to use more sustainable modes of travel.

2.5 A further requirement of the MIF funding was that SEStran produce a final report on the findings from the pilot. Although the project has continued since June using additional funding from Smarter Choices Smarter Places, a draft 'final' report is now with Transport Scotland for comment. Key findings include:

> 92% of survey respondents reported they would be likely to use a national app that covers all modes of transport across Scotland
> 62% of survey respondents stated that they used the app for new journeys.
> There needs to be more focus on DRT and ideally led nationally.
> Users want the 'one-stop-shop' approach where all the information is available to them in the one app. However, this could operate alongside specific apps such as the Tactran NHS app with a more tailored approach to specific users.
> Marketing – RTPs are unknown to many of the general population so SEStran, like other RTPs, relied heavily on help from local authorities or third parties
> Procurement and service design takes time. Specialist legal advice for SaaS license and IP rights comes at a cost. This can often cause challenges with in-year funding pots.
> Not all operators (especially bus operators) have pre booking and payment options online so the current app is restricted in what is achievable of a 'MaaS platform'.
> Understanding what users want from a MaaS system, how they might access it, and how easy that is to create, is key to a successful platform.
> A bigger consortium will help create bigger economies of scale and increase the opportunity for multi-party funding sources

Recommendations to Transport Scotland in the draft report include:

> Despite the very encouraging results, a 12-month pilot is not long enough to see substantial behavioural change.
> Scotland is currently leading the way with MaaS! Contact with both other UK nations and European partners through the PrimaaS project suggest that the 5 MaaS Investment Fund pilots are much further on in terms of implementation and learning than elsewhere. Too much time and resources has been put into the apps to close off the current pilots. The public will be discouraged from using similar apps in the future if they disappear.
> Communication with all stakeholders, including transport operators, is vital.
> Public sector involvement is key to collecting and evaluating data. If the private sector leads the sector, they are less likely to prioritise sustainability and share the data.
> MaaS can be scalable to share licence costs and reduce the resources input for a successful platform.
> All systems and apps need to be interoperable, and it is key that they work together across Scotland, and beyond if possible.
> And learn as you go! It is a pilot but also MaaS is a new concept that still needs to be explored and developed.

Once the draft report has been approved by Transport Scotland, it will be finalised and circulated to all Members as well as being published on the SEStran website.

2.6   Since June, GoSEStran has been used by the St Andrews University 'St Andrews MaaSterplan' project, also funded by MIF. In line with the June Board Projects Report decision, SEStran and the University entered into an agreement to allow this to happen. This has drawn in some £72,000 of additional funding for the app's further development, as well as allowing extra marketing for the app via the University's consultants, Urban Foresight. This has seen a large increase in user numbers, particularly in the St Andrews area.

2.7   Discussions are also ongoing with both Fife and City of Edinburgh Councils regarding promotion of GoSEStran through the Councils' own channels.

2.8   SEStran has also continued to take a joint lead role along with Tactran in the Integrated Mobility Partnership (IMPs). This is an initiative to bring together as many of the existing pilots as possible, and work with interested public sector bodies to pool resources for MaaS going forward. Most notable developments include:

> Involvement in IMPs meetings from East Lothian, Perth and Kinross, City of Edinburgh, and Aberdeenshire Council; Nestrans; Strathclyde Partnership for Transport (SPT); Loch Lomond and the Trossachs National Park; NHS Tayside; Dundee and Angus College; St Andrews University.
> Open Learning event held on 30th November, with two more events planned for January and February;

3   NEXT STEPS

3.1   The current licence which SEStran holds on behalf of itself and Tactran for the digital platform and the apps runs out at the end of March 2024. To continue the digital platform and the existing apps it will be necessary to run a procurement exercise. It is currently proposed that this be carried out using Perth & Kinross Council's procurement and legal teams, with input from SEStran and Tactran.

3.2   Discussions are at an advanced stage with IMPs partners on funding that should cover the basic licence costs to allow for the procurement of the continuation of the digital platform and GoSEStran, as well as the three Tactran apps. Other applications for further funding are being considered such as Smarter Choices Smarter Places, and potentially EU Horizon.

3.3   Members will recall that the VoyagAR app, designed to help those with mobility challenges to access the public transport network, has been under development for some time. As VoyagAR continues to develop, officers are investigating ways to link the two projects together in the future, depending on available funding. The objective is that VoyagAR can provide a more tailored and specific app for those that require additional support due to a physical or mental disability, and GoSEStran provides a MaaS app for general use.

3.4   Given the continuing success of the Integrated Mobility Partnership, it is proposed to continue promoting IMPs to explore governance and funding models based on a multi-party public sector partnership of this nature. The benefits of this approach have already been seen with the partnership working with St Andrews, and the willingness of Loch Lomond and the Trossachs, SPT, and Perth & Kinross Council to contribute funding to the partnership.

3.5   In the light of the above, and given that the SEStran/Tactran licence expires at the end of March, there will be a need to procure a new tech provider and conclude a Licence before the next Partnership Board meeting. For that reason, authority is sought to initiate a procurement exercise in partnership with Tactran and other IMPs partners, and enter into such licence and other agreements as are necessary to secure the continuation of the GoSEStran and other IMPs partners apps, subject to appropriate levels of funding being secured.

RECOMMENDATIONS

It is recommended that the Board:

4.1   Note the progress made since the last meeting;

4.2   Agree to receive updates on the project as appropriate

4.3   Agree to SEStran participating in a procurement exercise in partnership with Tactran and other IMPs partners, and entering into such licence and other agreements as are necessary to secure the continuation of the GoSEStran and other IMPs partners apps, subject always to appropriate levels of funding being secured

Hattie James
Projects Officer

Andrew Ferguson
SEStran Consultant

1st December 2023

Policy Implications	The project is in line with the new RTS as set out in the 2nd December 2022 Board report.
Financial Implications	Sufficient funds are contained within the projects budget for delivery of the project.
Equalities Implications	The project has been subject to an Equalities Impact Assessment (EQIA).
Climate Change Implications	The project will contribute to overall aims to reduce CO_2 emissions, by pointing users to the most environmentally friendly mode of transport for their chosen mode. These are quantified in the journey options set out in the app.
Appendices	1. Overview of GoSEStran data for October 2023

Appendix One: GoSEStran October 2023 figures
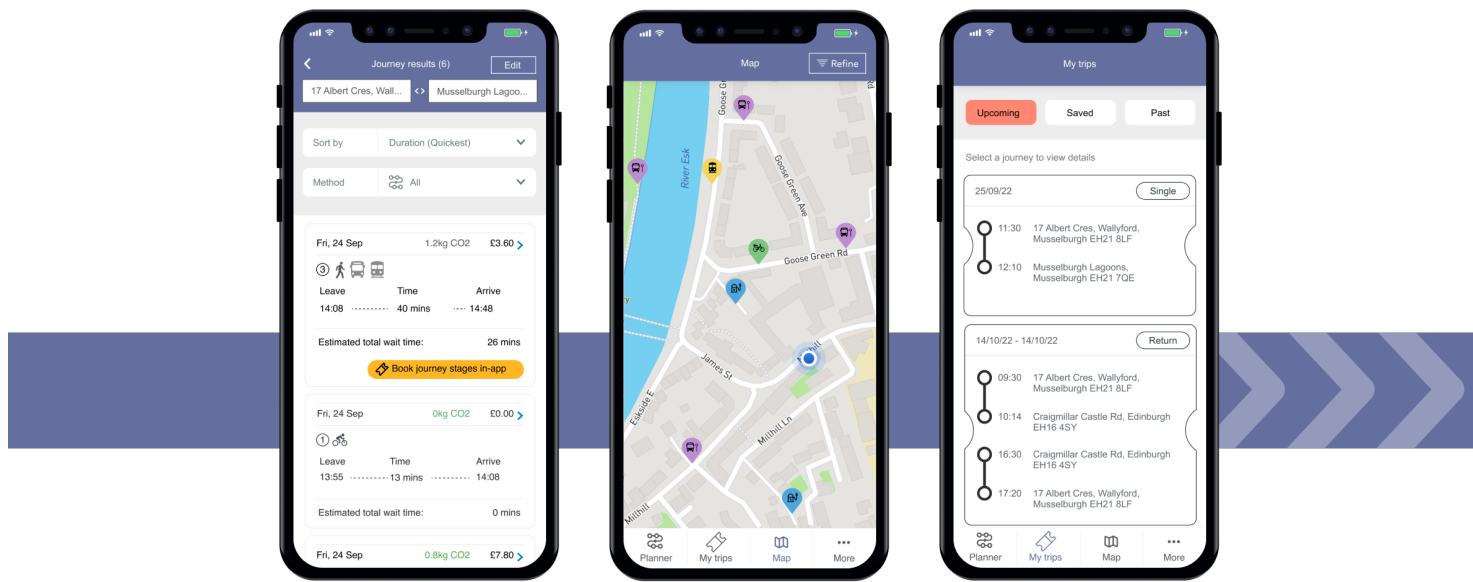
Key figures on GoSEStran

- 361 returning users this month

- Total users sinch launch = 3303

- 1064 journey searches this month

- IMPs Interest Group attended by East Lothian Council, City of Edinburgh Council, St Andrews University, NHS Tayside, Dundee & Angus College, Loch Lomond and the Trossachs National Park, Perth and Kinross Council, Nestrans, Aberdeen City Council and Transport Scotland.

- Ongoing discussions with Hitrans and MaaS Scotland about future of MaaS.

Number of new users on GoSEStran

Searches In Last 7 Days
264
▲ 11.9%

Searches in Last 28 days
1,064
▼ -35.4%

Searches in Last Quarter
2,626
▲ 122.7%

Total Searches
8,401

— Number of Searches
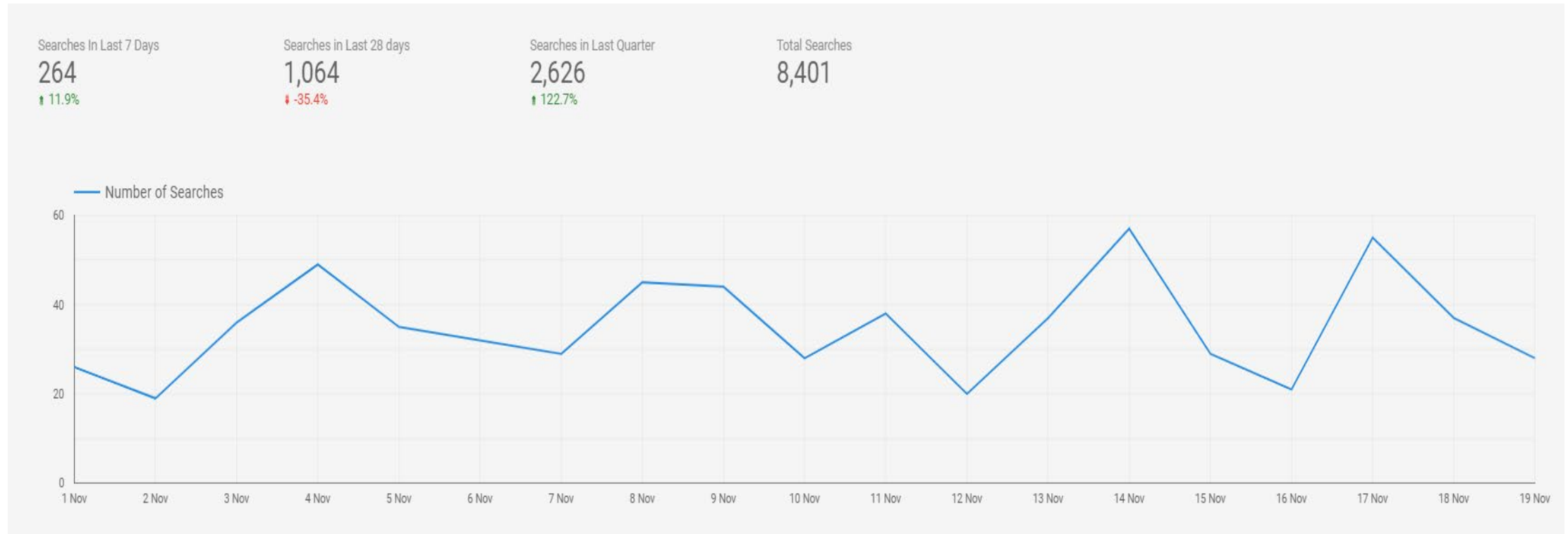
Modal split of all users on GoSEStran for November

Transport Modes Returned in Search

- BUS_ONLY — 60.5%
- PUBLIC_TRANSPORT_MIX — 17.9%
- OWN_CAR — 6.6%
- TRAIN_ONLY — 4.5%
- TAXI
- CYCLE
- UNKNOWN
- WALK
- CAR_CLUB
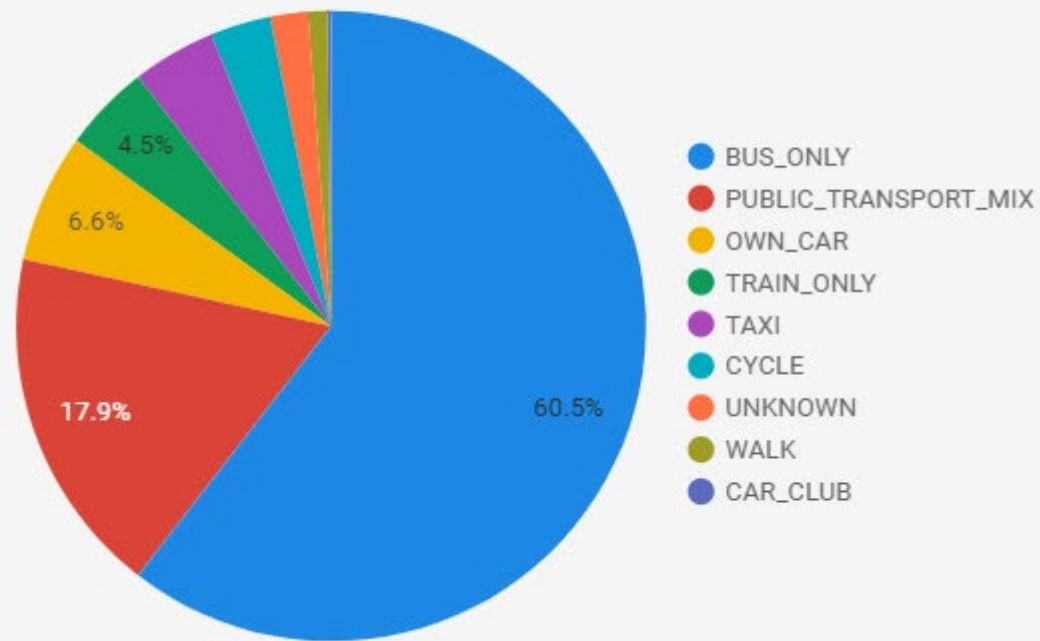
Operators Returned in Search

- ["Stagecoach East Scotland"] — 39%
- ["Moffat & Williamson"] — 9.2%
- ["ScotRail"] — 5.6%
- ["East Coast Buses"] — 5.4%
- ["Stagecoach East Scotland", "ScotRail"] — 5.2%
- ["Eve Coaches"]
- ["Lothian Buses", "Stagecoach East Scotland"]
- ["Stagecoach East Scotland", "LNER"]
- ["Flixbus"]
- others — 29.1%
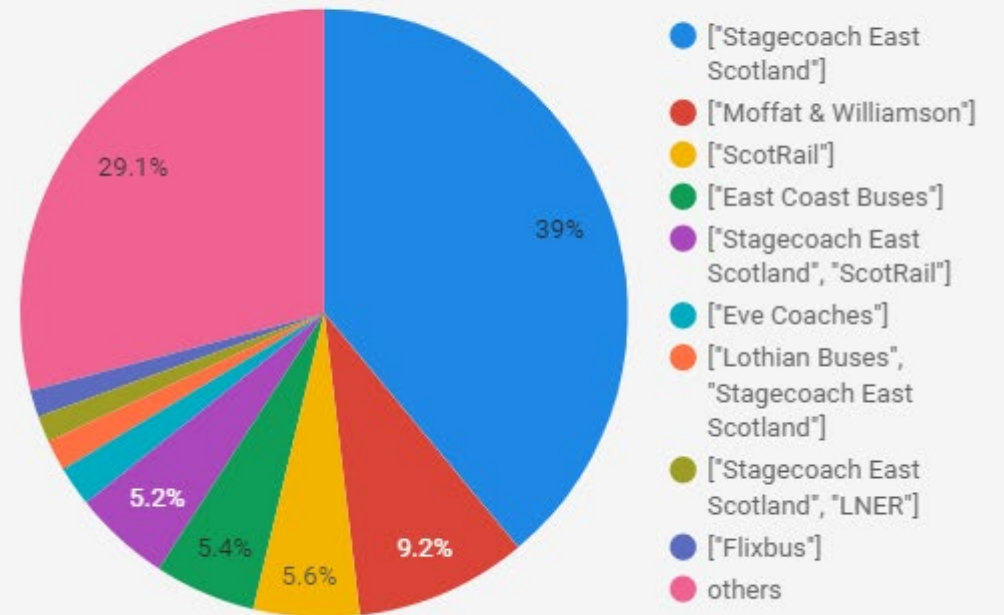
Programme of Meetings

1. **INTRODUCTION**

1.1 This paper presents the proposed dates for the Partnership Board meetings in 2024, along with the full schedule of SEStran meetings contained in **Appendix 1** of the report.

1.2 The schedule has been drafted in line with previous meeting cycles and complies with audit reporting requirements.

2. **PROPOSED MEETING DATES**

2.1 The proposed dates for the Partnership Board are:
     - Friday 15th March 2024
     - Friday 21st June 2024
     - Friday 27th September 2024
     - Friday 6th Dec 2024

2.2 Members should note that the Partnership Board and the Performance and Audit Committee will be held as hybrid meetings, unless agreed otherwise. These meetings will take place in person at the City Chambers, Edinburgh or via Microsoft Teams. The remaining meetings will be held online via Microsoft Teams, again unless there is a requirement for an in-person meeting. To assist with diary management, calendar invites will be issued in advance for all scheduled meetings.

2.3 Since March 2020 the organisation has transitioned from full online meetings to hybrid arrangements and whilst these have been successful and necessary to support operational and governance provisions, it has been suggested that the organisation would benefit from having more in person meetings. In particular, in person meetings would improve engagement with members. Therefore, it is proposed that an in person meeting is trialled for the March 2024 Partnership Board. Should members agree to this proposal, the meeting will be held in the City Chambers. Members who have difficulty attending in person, will be given access to join online.

3. **RECOMMENDATIONS**

3.1 It is recommended that the Board:

3.1.1 Approves the proposed programme of meetings for 2024

3.1.2 Agrees to trialling an in person meeting of the March 2024 Partnership Board

3.1.3 Notes the hosting arrangements for the future meetings.

Angela Chambers
Business Manager
24 November 2023

Appendix 1: Calendar of meetings 2024.

Policy Implications	None
Financial Implications	Cost of hosting in person meetings which will be contained within approved budgets.
Equalities Implications	Providing meeting options that are accessible for all.
Climate Change Implications	Using meeting venues that have hybrid meeting facilities, good public transport links and central locations.

	January	February	March	April	May	June	July	August	September	October	November	December
Partnership Board - 09:30 - 14:00			15/03/2024			21/06/2024			27/09/2024			06/12/2024
Performance & Audit Committee - 09:30 - 12:30			01/03/2024			07/06/2024			13/09/2024		22/11/2024	
Chief Officer Liaison Group - 14:00 - 16:30		14/02/2024			22/05/2024			21/08/2024			06/11/2024	
Integrated Mobility Forum - 10:00-12:30				25/04/2024						10/10/2024		
Logistics & Freight Forum - 13:30-16:30					30/05/2024						21/11/2024	
Equalities & Access to Healthcare Forum - 10:00-12:30		29/02/2024							26/09/2024			

Human Rights Bill Consultation Response

1.   **INTRODUCTION**

1.1   The purpose of this report is to present to the Board SEStran's response to the Huiman Rights Bill Consultation.

1.2   The draft response was considered by the Equalities and Access to Healthcare Forum at its meeting on 28th September 2023.

2.   **BACKGROUND**

2.1   The purpose of the proposed Human Rights Bill is the incorporation of United Nations treaties into domestic law. The consultation sets out that views are being sought on plans to enshrine international human rights, including the right to health and an adequate standard of living, into Scottish law for the first time. As part of a forthcoming Human Rights Bill, the proposals look to reduce inequality and would place a broader range of human rights at the centre of how Scotland's frontline public services are delivered, as well as its policy and law-making processes. People would also be able to seek justice where their rights are not upheld.[1]

2.2   The Human Rights Bill proposes to incorporate four UN human rights treaties into Scots law:

- International Covenant on Economic, Social and Cultural Rights (ICESCR)
- International Convention on the Elimination of All Forms of Racial Discrimination (ICERD)
- Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)
- Convention on the Rights of Persons with Disabilities (CRPD)

        The Bill will also introduce and recognise a right to a healthy environment and ensure equal access to these rights for everyone.

2.3   It is important to note that Civil and political rights are already protected through the Human Rights Act 1998 and the European Convention on Human Rights.

2.4   The proposals follow on from the work and recommendations of the First Minister's Advisory Group on Human Rights Leadership (FMAG) and the National Taskforce for Human Rights Leadership (the Taskforce). The Taskforce reported in March 2021 and made a number of recommendations for the Scottish Government to establish a new human rights framework for Scotland. One of its key recommendations was to add the right to a healthy environment to the UN Charters.[2]

3. TRANSPORT PERSPECTIVE

3.1   Since the publication of the National Transport Strategy 2 in February 2020, the transport policy framework with respect to human rights and equalities is strong and robust.

*"Transport plays a key role in enabling people to realise their **human rights**. It is an essential requirement in enabling people to realise other human rights such as the right to education, the right to work, the right to take part in cultural and public life, the right to an adequate standard of living and the right to the highest attainable standard of physical and mental health."*

3.2   The commitment within NTS2 pre-dates and aligns with the values and principles expounded in the proposed Human Rights Bill. The impact assessments undertaken for NTS2 also support one of the key recommendations of the National Taskforce for Human Rights Leadership Report, to add the right to a healthy environment to those rights contained in the exiting UN Treaties.

3.3   The commitment in NTS2 has guided the development of the recent adopted Regional Transport Strategy, SEStran 2035 in respect of human rights, equalities and access to a safe and healthy environment. Additionally, in support of the right of everyone to a healthy environment, specific actions have been identified to address this as part of the RTS Strategic Objectives.

3.4   One of the key issues raised in the consultation is that of monitoring and reporting. SEStran already complies with and is included in are included in the schedule of the Public Services Reform (Scotland) Act 2010. This requires annual publication of certain information and the addition of reporting under the proposed Human Right Bill would not prove unduly onerous. Accordingly, we support the recommendation that requires public bodies to report actions taken and proposed under the Bill.

3.5   The Human Rights Consortium Scotland has undertaken some excellent work in providing detailed advice on the proposed Human Rights Bill. It has provided draft responses to the 44 questions asked as part of the consultation. As a public body, SEStran unfortunately cannot become a member of the Consortium, however, it follows the work of the Consortium and would align itself with the draft responses, none of which we would disagree with.[3]

3.6   Given this context, the proposed SEStran draft response to the Human Rights Bill consultation is attached at Appendix 1. The response expands, in particular, on the right to a healthy environment, the adopted RTS Strategic Objectives that support this additional right and the actions proposed to enact and deliver against that. The Forum is invited to consider, review and comment with a view to endorsing the response.

4.   RECOMMENDATIONS

4.1   The Board is asked to note the contents of this report.

Tom Flanagan
Strategic Advisor SEStran

Appendix 1: SEStran: Human Rights Bill Consultation Response

References:

1. A Human Rights Bill for Scotland: Consultation, Scottish Government, June 2023.
    https://www.gov.scot/binaries/content/documents/govscot/publications/consultation-paper/2023/06/human-rights-bill-scotland-consultation/documents/human-rights-bill-scotland-consultation-june/human-rights-bill-scotland-consultation-june/govscot%3Adocument/human-rights-bill-scotland-consultation-june.pdf

2. National Taskforce for Human Rights Leadership Report, Scottish Government, March 2021.
    https://www.gov.scot/publications/national-taskforce-human-rights-leadership-report/

3. Human Rights Consortium Guide to responding to the Human Rights Bill for Scotland, HRCS, August 2023. https://hrcscotland.org/wp-content/uploads/2023/08/Final-HRCS-Guide-to-responding-to-Human-Rights-Bill-for-Scotland-consultation-August-2023-1.pdf

Policy Implications	Policies have been incorporated into the adopted Regional Transport Strategy (RTS).
Financial Implications	Any required expenditure has been accounted for within approved budgets.
Equalities Implications	Compliance with the Public Sector Equality Duty and advancement in achieving our Equality Outcomes by progressing the actions outlined in the report.
Climate Change Implications	The proposed right to a healthy environment strengthens the policies contained in the RTS.

Human Rights Bill Consultation 2023

SEStran (South East Scotland Regional Transport Partnership) Response

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.[1]

SEStran Equalities and Access to Healthcare Forum was originally established in April 2009. Its role is to assist the Partnership Board exercise its duties under the Equality Act 2010 and the Equality Act 2012 (Scotland) Specific Duties. The Forum is designed to assist the Board to meet the priorities of health, wellbeing, and equalities, in line with SEStran's Regional Transport Strategy (RTS). The Forum has the delegated authority from the Partnership Board to discuss and consider any matters within its responsibility and duties, it has taken the lead in considering the response to the Human Rights Bill consultation.

Introduction

Thank you for the opportunity to respond to the Human Rights Bill consultation. As an organisation subject to and enthusiastic proponents of the Public Sector Equality Duty (PSED), SEStran would support the proposed legislation to incorporate international human rights into Scots law for the first time. As expressed in the United Nations economic, social and cultural rights and environmental standards, along with rights relating to women, disabled people and people who experience racism, the proposed legislation would enhance the work that the Partnership has been doing to support the aspirations of the National Transport Strategy, NTS2, and embed a rights-based approach into transport policy, outlined in the recently adopted Regional Transport Strategy (RTS).[2]

Policy Framework

Since the publication of the National Transport Strategy 2 in February 2020, the transport policy framework with respect to human rights and equalities is strong and robust.[3]

"Transport plays a key role in enabling people to realise their human rights. It is an essential requirement in enabling people to realise other human rights such as the right to education, the right to work, the right to take part in cultural and public life, the right to an adequate standard of living and the right to the highest attainable standard of physical and mental health.

The Strategy will support a rights-based approach to transport. We will work to ensure that access to suitable transport facilitates fulfilment of other human rights, in line with the National Performance Framework and Scotland's international human rights obligations. The Strategy will use this underlying principle to deliver Scotland's transport system for the next 20 years. This approach is directly informed by progressive policies being and, in that regard, properly adopted and implemented across Scotland, including the Scottish Government's strategic commitment to incorporate internationally recognised human rights into domestic law."

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[1] https://sestran.gov.uk/about-us/
[2] https://sestran.gov.uk/wp-content/uploads/2023/07/SEStran-2035-Regional-Transport-Strategy.pdf#page=35
[3] https://www.transport.gov.scot/our-approach/national-transport-strategy/

So, the commitment within NTS2 pre-dates and aligns with the values and principles expounded in the proposed Human Rights Bill.

The impact assessments undertaken for NTS2 also support one of the key recommendations of the National Taskforce for Human Rights Leadership Report, to add the right to a healthy environment to those rights contained in the exiting UN Treaties.[4]

*"Additionally, the Taskforce recognises that there are rights which do not yet have their own UN treaties, but which can nevertheless be drawn from existing UN treaties and would therefore benefit from being included within a new framework which demonstrates human rights leadership by securing adequate protection for all. **Such rights include the right of everyone to a healthy environment,** the rights of older people and the rights of LGBTI people."*

Specifically, the Health Inequalities Impact Assessment undertaken for NTS2 recognises the importance of a human rights approach and access to a healthy environment particularly for vulnerable groups:

>   RI-6: Ensure that equality and a human rights approach is at the heart of all policy-making processes.

>   CA-1: Reduce emissions generated by the transport system to mitigate climate change and improve air quality.

The Regional Perspective

The commitment in NTS2 has guided the development of the recent adopted Regional Transport Strategy, SEStran 2035 in respect of human rights, equalities and access to a safe and healthy environment.[5]

*"In accordance with statutory requirements, **Equalities Impact Assessment (EqIA) and Strategic Environmental Assessment (SEA)** and processes are being undertaken to respectively assess likely significant environmental impacts and apply relevant equalities duties."*

Additionally, in support of the right of everyone to a healthy environment, specific actions have been identified to address this:

Strategy Objective 1: Transitioning to a sustainable, post-carbon transport system.
- Reduce emissions and energy use
- Improve air quality

Strategy Objective 2: Facilitating healthier travel options.
- Improve health and well-being
- Reduce emissions

Strategy Objective 3: Widening public transport connectivity across the region.
- Reduce inequality of opportunity and encourage more inclusive growth
- Reduce car dependency and forced car ownership and encourage modal shift

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[4] https://www.gov.scot/publications/national-taskforce-human-rights-leadership-report/
[5] https://sestran.gov.uk/sestran-2035-regional-transport-strategy/

As a follower of the Human Rights Consortium Scotland (HRCS), SEStran would like to align itself with the comprehensive response it has provided including those elements drafted by the Environmental Rights Centre for Scotland (ERCS) which relate to the duties and functions of SEStran, in particular with respect to the following questions:

Part 5 – Recognising the Right to a Healthy Environment

Question 6, page 22: Do you agree or disagree with our proposed basis for defining the environment?

We endorse use of the Aarhus definition of the environment, which makes specific reference to ecosystems and the biosphere. We draw attention to the Aarhus Convention's Preamble, and Article 1 and 2 and would want to see this reflected in the Bill.[6]

Question 8, page 22: What are your views on the proposed formulation of the substantive and procedural aspects of the right to a healthy environment?

We welcome the formulation of substantive aspects of the right to include clean air, safe climate, safe and sufficient water, non-toxic environments, and healthy biodiversity and ecosystems, and applaud efforts to adopt standards such as the UN Framework Principles on Human Rights and the Environment and the Aarhus Convention, as guiding frameworks for the development of this right within the Bill.

Question 11, page 22: Are there any other substantive or procedural elements you think should be understood as aspects of the right?

We need to see dedicated reforms with clear timelines to make the Right to a Healthy Environment fully enforceable.

Question 13, page 24: How can we best embed participation in the framework of the Bill?

Participation should be embedded throughout the Bill, including in its purpose, in reporting on implementation of the Bill, and in monitoring and accountability.

Question 14, page 26: What are your views on the proposed approach to including an equality provision to ensure everyone is able to access rights, in the Bill?

We agree that there should be an equality provision, and that LGBTI and older people should be specifically named. This is because there is significant benefit in these groups being visible in the Bill given the consideration needed to address barriers to their rights.

Question 19: What is your view on who the duties in the Bill should apply to?

People should be able to expect their human rights to be respected, protected and fulfilled by every public body, whether or not it is within devolved or reserved competence. This is particularly true because people do not always know whether the public body they are dealing with is Scotland-only or UK wide. We ask the Scottish Government to discuss this with the UK Government, as well as to urge them to incorporate all of our international human rights at a UK level.

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[6] https://unece.org/DAM/env/pp/documents/cep43e.pdf

Question 20, page 29: What is your view on the proposed initial procedural duty intended to embed rights in decision making?

We agree that it is necessary for public bodies to have an initial period where a procedural duty applies in order to give them time to embed human rights into their decision-making. This is because we firmly believe that this Bill needs to help to drive change in realisation of human rights, and that will require change in how public bodies work. We agree that public bodies will need some time to increase their capacity around human rights and shift the way in which they make decisions.

Question 21, page 29: What is your view on the proposed duty to comply?

We agree that all public bodies (& relevant private actors) should be given a duty to comply with rights in the Bill. We agree that this duty to comply should include delivering Minimum Core Obligations and demonstrating progressively realising rights. Guidance to public authorities should include detail on the definition of progressive realisation, including using maximum available resources.

Question 23, page 30: How could the proposed duty to report best align with existing reporting obligations on public authorities?

We agree that there should be a public bodies' reporting requirement - this should largely mirror the UNCRC and PSRA reporting requirements. Public bodies should have to consult with people whose rights are most at risk when developing these reports, including to ensure that the content is accessible.

Question 25, page 33: What are your views on the right to a healthy environment falling under the same duties as economic, social and cultural rights?

We agree that there should be the same duties for the right to a healthy environment as for economic, social and cultural rights (and special protection treaties).

Question 26, page 33: What is your view on the proposed duty to publish a Human Rights Scheme?

We agree with the proposal to give Scottish Ministers a duty to publish a Human Rights Scheme, and a related duty to report on actions taken on the requirements in the Scheme.

Question 28, page 41: What are your views on our proposals in relation to front-line complaints handling mechanisms of public bodies?

We agree that front-line complaints handling by public bodies needs to be changed to take into account rights and duties in this Bill. These changes should be co-produced with people whose rights are most at risk.

Question 38, page 48: What are your views on our proposals for bringing the legislation into force? - Every day, people are living with serious violations of rights in this Bill. This should be the primary driver behind setting the timescales for full implementation of this Bill.*

Question 44, page 53: What are your views on monitoring and reporting?

The Human Rights Scheme and the reporting requirements on public bodies, such as the PSRA, need to bring accountability on fulfilling rights in the Bill.

Risk Register

1.   **INTRODUCTION**

1.1   The purpose of this report is to provide the Partnership Board with its six-monthly update on SEStran's risk register.

1.2   The draft Risk Register was presented to the Performance and Audit Committee at its meeting on 17th November 2023.

2.   **BACKGROUND**

2.1   The Performance and Audit Committee, at its meeting in November 2021 approved the SEStran Risk Management Framework Policy This policy supports the management of the overall risk process within the organisation, including its governance arrangements.

2.3   The latest version of the risk register can be found at **Appendix 1** of this report.

3.   **MAIN REPORT**

3.1   The Board should note that all changes made to the register are highlighted in red. Key changes made to the register since the last update are as follows:

3.1.1   **R001 (1.1) Strategic - Regional Governance**
        The risk has been updated to include planned response details on RTP joint working provisions, including the refreshed Develop to Deliver report, which will be finalised by the end of the calendar year.
        The risk appetite score for this risk is low to medium. All mitigating actions are being taken to manage the risk but it remains high.

3.1.2   **R001 (1.2) Strategic - Regional Governance**
        This risk details the lack of clarity on the role of non-statutory bodies and has been updated to include the concordat between SEStran and its constituent councils.
        The net risk score is medium with a risk appetite score of low to medium and due to the mitigating measures in place, the risk will be tolerated.

3.1.3   **R002 (2.5) Financial - Sources of Additional Income**
        There is a risk that sources of funding may be constrained.
        The net risk score has been calculated as medium, whilst the risk appetite score is rated as low to medium. Additional actions after mitigation have been included to treat the risk, including exploring alternative funding options and lobbying/bidding for additional funding. The budget for 2023/24 has also been confirmed.

3.1.4 **R002 (2.9) Financial – Other Funding Sources**
This risk has now been closed. It specifically addressed the lack of access to EU project funding and as all SEStran/EU funded projects have ceased, any risks associated with lack of funding will be addressed under risk 2.5.

3.1.5 **R003 (3.2) Reputational – Project Management**
This risk is seeking to address any issues around supplier insolvency. Whilst the net risk score is medium and within the risk appetite range, new mitigating measures are being undertaken to reduce the risk, although the implementation of these has been extended to January 2024.

3.1.6 **R005 (5.1) External - Contract Management**
This risk to address the implications of poor contract management has been updated with a new completion date of January 2024.

3.1.7 **R005 (5.2) External – Grant Funding**
This new risk has been developed to mitigate the consequences of failure to comply with conditions of grant, resulting in funding being withheld or reclaimed. Whilst the risk score is medium and within the risk appetite tolerance range, the risk requires treatment and is linked to risk 2.9 Other Funding Sources.

3.1.8 **R009 (9.1) and (9.2) – Inadequate Measures for Staff Health Safety & Wellbeing**
Staff have been working successfully on a hybrid working arrangement therefore these risks have been downgraded to low and will be tolerated. Management will continue to review and monitor all relevant policilies and government guidelines.

3.1.9 **R009 (9.3) People – Loss of Key Personnel**
This identifies the risks to the organisation due to loss of key staff and the actions and measures in place to mitigate those risks. An update has been added to reflect that staff will be at full complement as of 20 November 2024.

4.   RECOMMENDATIONS

4.1   The Board is asked to note the contents of this report.

Angela Chambers
Business Manager
24 November 2023

Appendix 1: SEStran Risk Register

Policy Implications	Policies have been reviewed and updated.
Financial Implications	As highlighted in the register.
Equalities Implications	None
Climate Change Implications	None

Risk Number	Risk Category	Risk Detail	Gross Risk Assessment						Planned Response/Mitigation	Net Risk Assessment						Risk After Mitigation	Date and Owner	Risk Appetite		Action Required
			Probability		Impact		Risk Score			Probability		Impact		Risk Score						
R001 1.1	Strategic	**Regional Governance** Transport Scotland review of regional transport governance arrangements could result in changes to functions of RTPs. This could present either a risk or an opportunity to SEStran.	4	Probable	4	Major	16	High	SG has paused the NTS2 WG review of regional governance arrangements, but RTPs are working together to persuade SG to re-start the review. The joint RTPs are finalising a refreshed Develop to Deliver report which will submitted to SG by the end of the calendar year.	4	Probable	4	Major	16	High	**High Treat (because mitigations are ongoing)**	Ongoing Partnership Director	Low	Med	
R001 1.2	Strategic	**Regional Governance** Lack of clarity on role of non statutory REP/ESES City Region Deal groupings	4	Probable	3	Possible	12	Medium	Joint working group created between SEStran and ESESCRD members to agree working arrangements As a result of the joint working group a Concordat has been agreed between SEStran and the partner LAs	2	Unlikely	3	Possible	9	Medium	**Medium Tolerate**	Ongoing Partnership Director	Low	Med	
RO01 1.3	Strategic	**Pandemic / Epidemic:** Interruption of normal service/inability to deliver functions. Financial impact of crisis on sources of funding.	3	Possible	4	Major	12	Medium	Adhere to Government restrictions, rules or guidance. Regular communication with Transport Scotland and consituent councils officials to guide any operational changes. Business Continuity Plan. Maintain current functions that can be delivered within working guidance.	3	Possible	3	Moderate	9	Medium	**Medium** An ongoing risk-remains for future spikes of Covid-19 or other kinds of disease outbreaks Working from home arrangements now tried and tested and effective. **Tolerate**	Ongoing Partnership Director	Low	Med	

Risk Ref	Category	Risk Description		Likelihood		Impact		Rating	Controls		Residual Likelihood		Residual Impact		Residual Rating	Response / Mitigation	Date / Owner	Current	Target	Trend
R002 2.0	Financial	**Financial:** Significant deviation from budgeted spend	2	Unlikely	3	Moderate	6	Low	The Financial Rules do not permit spending (whether revenue or capital) to exceed available budget. Budget and spend is monitored on a monthly basis by SEStran officers, using financial information provided by CEC through the Partnership's Financial Services Service Level Agreement with CEC and supported by qualified accounting staff of CEC. Action is taken by Partnership officers to develop alternative savings measures, including options for development of contingency arrangements, if required and subject to approval by the Partnership. The Partnership's Financial Rules require reporting of financial performances to the Partnership Board on a quarterly basis.	1	Remote	2	Minor	2	Low	**Low** Transport (Scotland) Act 2019 includes section on RTPs carrying reserves. **Tolerate**	November 2023 Partnership Director	Low	Med	↔
R002 2.1	Financial	The approved budget for 2023/24 makes provision for a pay award of up to 3%.	5	Highly Probable	3	Moderate	15	High	Prudent planning assumption with ongoing monitoring of public sector pay negotiations.	4	Probable	3	Moderate	12	Medium	**Medium** Ongoing monitoring and review of all costs and forecasts during 2023/24. Costs will be aligned with COSLA pay offer. **Tolerate**	November 2023 Partnership Director	Low	Med	↔
R002 2.2	Financial	Staff recharges - externally funded projects: The approved budget assumes that £4,000 of staff time can be recharged to Projects. There is a risk this may not be achievable.	3	Possible	3	Moderate	9	Medium	Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure.	3	Possible	3	Moderate	9	Medium	**Medium** Other funding sources will continue to be pursued. **Tolerate**	November 2023 Partnership Director	Low	Med	↔
R002 2.3	Financial	Inflation: There is a risk that the indicative budget does not adequately cover price inflation and increasing demand for services.	4	Probable	4	Major	16	High	When setting the revenue budget, allowance was made for specific known price inflation. Budgets adjusted in line with current cost forecasts.	4	Probable	3	Moderate	12	Medium	**Medium** Ongoing monitoring and review of all costs and forecasts during 2023/24. **Tolerate**	November 2023 Partnership Director	Low	Med	↔

Ref	Category	Risk	Likelihood (score)	Likelihood	Impact (score)	Impact	Score	Rating	Controls	Residual Likelihood (score)	Residual Likelihood	Residual Impact (score)	Residual Impact	Residual Score	Residual Rating	Response	Timescale / Owner	Current	Target	Trend
R002 2.4	Financial	Delays in payment of external grants results in additional short-term borrowing costs.	3	Possible	3	Moderate	9	Medium	SEStran grant claims for projects are submitted in compliance with grant funding requirements to ensure minimal delay in payment. Ongoing monitoring of cash flow is undertaken to manage exposure to additional short-term borrowing costs.	3	Possible	3	Moderate	9	Medium	**Medium** Grant submission procedures in place, along with financial planning. **Tolerate**	November 2023 Partnership Director	Low	Med	↔
R002 2.5	Financial	Sources of additional income to the Partnership may become constrained in the current economic climate and/or due to changes in operating arrangements.	4	Probable	4	Major	16	High	Active Travel funding a high priority for Government with funds consistently available to bid for. Revenue budget for 2023/24 developed to take account of most likely level of external income in 2023/24. Budget confirmed for 2023/24	3	Possible	4	Major	12	Medium	**Medium** Continue to explore alternative funding options Lobby/bid for additional funds **Treat**	Ongoing Partnership Director	Low	Med	↓
R002 2.6	Financial	Funding reductions: Future reductions in core funding from Scottish Government and/or council requisitions. This could result in difficulty in delivering statutory obligations/duties.	3	Possible	4	Major	12	Medium	The Partnership will continue to source and develop external funding.	3	Possible	4	Major	12	Medium	**Medium** Manage organisation in accordance with available funding but ability of organisation to deliver RTS objectives will inevitably be dictated by available funding. Engagement/advocating with SG/TS to maintain/increase funding Working with other RTPs to influence SG review of allocation of funding **Tolerate**	June 2024 Partnership Director	Low	Med	↔
R002 2.7	Financial	The funding position of the staff pension fund could lead to increases in the employers pension contribution	4	Probable	3	Moderate	12	Medium	Following the Lothian Pension Fund Triennial Acturial Review of 2020, Partnership contribution rates have been advised until 2023/24. Planning assumptions have been updated and included in the revenue budget 2023/24 and indicative budget for 2024/25 reported to the Partnership Board on 17th March 2023. The outcome of the Triennial Actuarial Review of 2023 will be included in the revenue budget for 2024/25.	4	Probable	3	Moderate	12	Medium	**Medium** **Tolerate**	November 2023 Partnership Director	Low	Med	↔

Ref	Category	Risk							Controls / Mitigation							Response	Owner			Trend
R002 2.8	Financial	Current staffing levels cannot be maintained due to funding constraints and the Partnership incurs staff release costs	3	Possible	4	Major	12	Medium	The Partnership continues to seek additional sources of funding for activities aligned to the Partnership's objectives to supplement resources. Recruitment control measures in place. Additional resources can be managed through consultancy as required.	3	Possible	4	Major	12	Medium	**Medium** Other funding sources will continue to be pursued. **Tolerate**	Ongoing Partnership Director	Low	Med	↔
R002 2.9	Financial	**Funding/Grant Awards:** The timing of some funding applications and grant awards do not align with the financial year, resulting in an inability to spend allocated funding within prescribed timescales	4	Probable	3	Moderate	12	Medium	The Partnership will seek to introduce a number of suitable on the shelf schemes	3	Possible	3	Moderate	9	Medium	**Medium** Regular budget monitoring and reports to the Partnership Board. **Treat**	Ongoing Partnership Director	Low	Med	↓
R003 3.0	Reputational	**Project Management:** Project incomplete or of poor quality Late Delivery	2	Unlikely	4	Major	8	Medium	Monthly monitoring and management intervention by the project officer and oversight by the Programmes Manager. Regular monitoring and management/project team meetings provides all across the organisation with a clear view of progress and expenditure against budget.	2	Unlikely	3	Moderate	6	Low	**Low** Regular reports presented to the Partnership Board, which have been revised to provide focused monitoring template. Weekly projects staff team meeting to be reinstated with Partnership Director in attendance. **Tolerate**	Ongoing Programmes Manager	Low	Med	↔
R003 3.1	Reputational	**Reputation:** Regard by the public and stakeholders. Negative or inaccurate media coverage leading to misrepresentation of SEStran position	3	Possible	3	Moderate	9	Medium	Good relationships with media. Quick response to negative or inaccurate coverage. Board members regulary updated on SEStran work successes and issues. Agreed broad media positions. Availability of Spokesperson - Senior staff only. No unauthorised media statements.	3	Possible	2	Minor	6	Low	**Low** Partnership staff and Board Members continue to promote and advocate activities via speaking, writing or wider networking Continue to work closely with regional partners **Tolerate**	Ongoing Partnership Director	Low	Med	↔

Ref	Category	Risk	L		I		Score		Controls	RL		RI		RScore		Mitigation	Owner/Date			Trend
R003 3.2	Reputational	**Project Management:** Potential insolvency of 3rd party supplier	3		4	Major	12	Medium	Improved supplier viability checks before award, renewal or modification of contracts or grants to be introduced by January 2024. Individual risks and mitigations to be developed for any contract or grant over an agreed threshhold.	2	Unlikely	4	Major	8	Medium	**Medium** Full review of procurement procedures to be carried out by Legal Advisers **Treat**	Ongoing Partnership Director	Low	Med	⬇
R005 5.0	External	**Third party Service Level Agreements:** Failure or inadequacy of service	2	Unlikely	2	Minor	4	Low	Service Level Agreements in place for Financial Services, HR and Insurance services. Reviewed annually by senior officers. Subject to independent audit scrutiny. Action: Progress renewals of SLA's to secure continuity of services	2	Unlikely	2	Minor	4	Low	**Low** Cross RTP discussion exploring viability of introducing shared services **Tolerate**	January 2024 Partnership Director	Low	Med	↔
R005 5.1	External	**Contract Management:** Failure to manage contracts leads to under performance and failure to obtain best value and delivery from contractual relationship.	3	Possible	4	Major	12	Medium	Conditions of contract are being reviewed, including Contract Standing Orders and Procurement Strategy Ensure contract documentation sound and up to date. Apply adequate supervision to the contract.	2	Unlikely	3	Moderate	6	Low	**Low** Business propriety/credit/analytic criteria to be written in to documentation. Contract management process to be included as part of full procurement review. **Tolerate**	January 2024 Partnership Director	Low	Med	↔
R005 5.2	External	**Grants:** Failure to adhere to grant conditions could result in grants being withheld or reclaimed, impacting the SEStran budget	4	Probable	4	Major	16	High	Develop processes to ensure that grant conditions are understood before application is submitted, that relevant team members are briefed on grant conditions, and that adequate controls are in place to ensure that all steps and approvals are documented	2	Unlikely	4	Major	8	Medium	**Medium** Also refer to risk 2.9. Successful management of risk 5.2, reduces likliehood of risk 2.9 **Treat**	March 2024 Partnership Director	Low	Med	⬇
R006 6.0	Legal and Regulatory	**Statutory Duties:** Failure to adhere to duties described in legislation and related documentation	1	Remote	4	Major	4	Low	Board members regulary updated on SEStran work successes and issues. Ongoing liaison with Transport Scotland and relevant governing bodies. Regular liaison with Auditors.	1	Remote	2	Minor	2	Low	**Low** Regular monitoring and programming of statutory duties is undertaken by the Partnership Director, Senior Partnership Manager and Business Manager. Audited by third parties. **Tolerate**	Ongoing Partnership Director	Low	Low	↔

Ref	Category	Risk	Likelihood		Impact		Score	Rating	Mitigation	Residual Likelihood		Residual Impact		Residual Score	Residual Rating	Action / Owner	Current	Target	Direction
R008 8.0	System and Technology	**Digital/IT:** Server failure Comms failure Website breach Resulting in loss of service to business operations	3	Possible	4	Major	12	Medium	Regular review of the Management Plan for Business Continuity. IT/Website maintained under contract. Both proactively managed by third parties. IT hardware/software/licences upgraded at regular intervals.	1	Remote	4	Major	4	Low	**Low** Contracted IT consultants deliver IT services. Website contract includes security updates. Robust Information Security Policy in place with regular monitoring reports. GDPR compliant and Cyber Essentials Plus Accreditation maintained. **Tolerate**	Ongoing Business Manager	Low	Med	↔
R009 9.0	People	**HR:** Non-compliance with emloyment and/or data privacy laws may result in poor repuation as an employer, difficulty in attracting skilled resource and greater probability of litigation and / or financial penalties	3	Possible	3	Moderate	9	Medium	SLA in place until May 2024-with Falkirk Council to provide specialist HR advice as required and is under regular review. Legal advice is provided, when required, through a framework contract, which is in place until August 2024	1	Remote	3	Moderate	3	Low	**Low** **Tolerate**	May-2024 Partnership Director	Low	Low	↔
R009 9.1	People	Inadequate measures in place to facilitate staff health, safety and well-being during contingency arrangements or future office arrangements.	3	Possible	4	Major	12	Medium	Regular review of appropriate policies. Carry out appropriate assessments of office equipment and working arrangements, following landlords guidance in relation to access to the office. Risk Management Framework approved by P&A Committee. Liaise with HR Adviser, SG facilities team. Hybrid Working Policy implemented to facilitate transition arrangements to normal working arrangements	2	Unlikely	3	Moderate	6	Low	**Low** An ongoing risk remains for future pandemics and future widespread disease or other outbreaks. Measures will be adjusted in accordance with government advice. **Tolerate**	Ongoing Partnership Director (Subject to SG advice)	Low	Low	↔

Ref	Category	Risk	Likelihood (score)	Likelihood	Impact (score)	Impact	Rating (score)	Rating	Mitigation	Likelihood (score)	Likelihood	Impact (score)	Impact	Rating (score)	Rating	Residual / Action	Owner	Current	Target	Trend
R009 9.2	People	Inadequate measures in place to facilitate staff health, safety and well-being during working from home arrangements.	3	Possible	4	Major	12	Medium	Appropriate policies are reviewed and updated. Risk assessments of staff personal home working arrangements have been completed and will be subject to regular review. Risk Management Framework approved by P&A Committee. Business Continuity Plan reviewed. Liaise with HR Adviser. Review transition arrangements to normal working arrangements at appropriate time. Hybrid Working Policy implemented and working well.	2	Unlikely	3	Moderate	6	Low	**Low** An ongoing risk remains for future pandemics and future widespread disease or other outbreaks. Measures will be adjusted in accordance with government advice and legislation. **Tolerate**	Ongoing Partnership Director (Subject to SG advice)	Low	Low	⟷
R009 9.3	People	Loss of key personnel may lead to inability to deliver strategy and projects.	3	Possible	3	Moderate	9	Medium	Recruitment strategy. Development of existing staff through performance appraisal. Staff training Specialist HR recruitment consultancy	3	Possible	1	Insignificant	3	Low	**Low** Work programme will be monitored and redistributed as necessary. Recruitment exercise complete and full staff complement in place by 20 Nov 2023. **Tolerate**	Ongoing Partnership Director	Low	Low	⟷

Risk Number	Risk Detail	Risk Category	Gross Risk Assessment			Planned Response/Mitigation	Net Risk Assessment			Risk After Mitigation/Appetite for Risk	Date and Owner			
			Probability	Impact	Risk Score		Probability	Impact	Risk Score					
	Restricted ability to undertake RTS re-write: Inadequate senior staff resourcing available due to continued absence of Partnership Director	Strategic	4 Probable	3 Moderate	12 Medium	Resolve absence as soon as possible and appoint external resources as required.	2 Unlikely	2 Minor	4 Low	Partnership Director appointed May 2019. Funds identified for RTS re-write	June 2019 **CLOSED**			
	Accommodation: Occupancy Agreeement with SG due for renewal February 2019. SG may not renew and alternative premises required at market rates.	Financial	3 Possible	3 Moderate	9 Medium	A notice period of 12 months must be served by each party under the current occupancy agreement. Occupancy Agreement renewed until February 2022.	3 Possible	3 Moderate	9 Medium		June 2019 **CLOSED**			
	ECOMM: Agreement to commit to ECOMM on the basis of being cost neutral. Income depends on number of delegates attending conference.	Financial	3 Possible	3 Moderate	9 Medium	SEStran withdrew offer to host ECOMM due to uncertaintiy over Brexit and subsequent impact on attendance at the conference.	3 Possible	2 Minor	6 Low		June 2019 **CLOSED**			
	Following the outcome of the EU Referendum, the Partnership is unable to access EU funding.	Financial	5 Highly Probable	3 Moderate	15 High	The Partnership continues to seek alternative funding sources to progress knowledge exchange/transfer.	4 Probable	3 Moderate	12 Medium	**Medium Tolerate:** Adapt expenditure accordingly Currently involved in 5 EU projects, the completion of which are underwritten by the UK Treasury.	June 2021 **CLOSED**			
	Governance: Succession Planning Business Continuity	Governance	3 Possible	3 Moderate	9 Medium	Governance Scheme contains adequate provision to deal with senior officer absence. Staff structure and Business Continuity Plan in place. Senior Partnership Manager appointed.	2 Unlikely	2 Minor	4 Low	**Low Tolerate**	**CLOSED** Partnership Director			
	Policy Appraisal: Poor Quality Lack of consultation	Strategic	1 Remote	3 Moderate	3 Low	Advised by Government of relevant policy changes and Partnership Director and Officers regularly looking out for further policies and responding accordingly. Consultative forums also enable greater visibility and integration of local policies into regional strategy. Make full use of online consultancy options.	1 Remote	2 Minor	2 Low	**Low.** Partnership staff also continue to monitor their networks for relevant policy discussions. Draft RTS approved for statutory consultation. **Tolerate**	**CLOSED** Partnership Director	Low	Med	↔
	Regional Transport Strategy: Introduction of new RTS. Delay in approval by ministers. Delayed introduction of the new strategy.	Strategic	3 Possible	2 Minor	6 Low	Regular comms with Transport Scotland at all stages in the development of the RTS.	1 Remote	2 Minor	2 Low	**Low Tolerate**	28 March 2023 Jim Stewart **CLOSED**	Low	Med	↔
	Newly Appointed Board. Risk of lack of continuity and loss of expertise due to high turnover in members for the new term of office.	Governance	3 Possible	3 Moderate	9 Medium	Ensure that full training and support is provided to the new Board in 2022 to enable strategic decisons to be made. A Regular schedule of meetings of the Succession Planning Committee.	2 Unlikely	2 Minor	4 Low	**Low** Skills audit will identify future training requirements Option to appoint Board Observers to supplement areas of expertise Partnership Director 1:1 meetings with Board Members **Tolerate**	Ongoing Partnership Director **CLOSED**	Low	Med	↔
	Other Funding Sources: Reduced access to EU project funding and lack of replacement funding from UK Government	Financial	5 Highly Probable	3 Moderate	15 High	The Partnership has sought to engage in as many relevant EU projects and funds as it can whilst UK authorities are allowed to access these funds. This should mitigate the short-term impact of any EU Exit negotiated and implemented. The Partnership has a proven track record in securing funding for relevant projects from the UK and other partners. It is anticipated that this will continue. Horizon projects being pursued.	5 Highly Probable	2 Minor	10 Medium	**Medium:** The risk remains as there is significant uncertainty around the immediate and medium (3-5year) horizon for access to funds. Other funding applications will be made when available. There has been no confirmation from UK Government on participation in EU funded programmes, like Horizon. Advocate for access to UK replacement funds. Explore further ongoing calls for Horizon programme when available. **Treat**	**CLOSED** Partnership Director	Low	Med	⬇

Risk Description and Impacts Table

Ref	Type of Risk	Description	Impact
R001	Strategic	Inability to design and / or implement a strategic plan or strategy for SEStran.	Lack of clarity regarding future direction and structure of SEStran impacting quality and alignment of strategic decisions
R002	Financial	Inability to perform financial planning; deliver an annual balanced budget; manage cash flows; and confirm ongoing adequacy of reserves	SEStran is unable to continue to deliver in line with strategic objectives; inability to meet financial targets; adverse external audit opinion; adverse reputational consequences
R003	Reputational	Adverse publicity because of decisions taken and / or inappropriate provision of sensitive strategic, commercial and / or operational information to external parties	Significant adverse impact to SEStran's reputation in the public domain
R004	Governance	Inability of management and members to effectively manage and scrutinise performance, and take appropriate strategic, financial and operational decisions	Poor performance is not identified, and decisions are not aligned with strategic direction
R005	External	Inability to effectively manage SEStran's most significant supplier and partnership relationships	Inability to deliver strategy and major projects within budget and achieve best value
R006	Legal / regulatory	Delivery of services and decisions are not aligned with applicable legal and regulatory requirements	Regulatory censure and penalties; legal claims; financial consequences
R007	Specific Operational	Inability to deliver projects and programmes effectively, on time and within budget	Inability to deliver projects; achieve service improvements; and deliver savings targets
R008	System and technology	Potential failure of cyber defences; network security; application security; and physical security and operational arrangements	Inability to use systems to support services; loss of data and information; regulatory and legislative breaches; and reputational consequences
R009	People	Employees and / or citizens suffer unnecessary injury and / or harm	Legal; financial; and reputational consequences
R010	New Project Income	Inability to attract new projects to fill the funding gap left by diminishing EU projects/Brexit	Inadequate funding streams and lack of innovation.

Risk Impact

Likelihood		Severity			Risk Score	
1	Remote	1	Insignificant		1	Low Risk
2	Unlikely	2	Minor		2	
3	Possible	3	Moderate		3	
4	Probable	4	Major		4	
5	Highly Probable	5	Catastrophic		5	
					6	
					8	Medium Risk
					9	
					10	
					12	
					15	High Risk
					16	
					20	
					25	

At Risk
Strategic
Financial
Reputational
System and Technology
Governance
Specific Operational
External
Legal and Regulatory
People
New Project Income

Impact				
Descriptor	Score	Health and Safety Impact	Impact on Service and Reputation	Financial Impact
Insignificant	1	No injury or no apparent injury.	No impact on service or reputation. Complaint unlikely, litigation risk remote.	Loss/costs up to £5000.
Minor	2	Minor injury (First Aid on Site)	Slight impact on service and/or reputation. Complaint possible. Litigation possible.	Loss/costs between £5000 and £50,000.
Moderate	3	Reportable injury	Some service distruption. Potential for adverse publicity, avoidable with careful handling. Complaint expected. Litigation probable.	Loss/costs between £50,000 and £500,000
Major	4	Major injury (reportable) or permanent incapacity	Service disrupted. Adverse publicity not avoidable (local media). Complaint expected. Litigation expected.	Loss/costs between £500,000 and £5,000,000.
Catastrophic	5	Death	Service interrupted for significant time. Adverse publicity not avoidable (national media interest.) Major litigation expected. Resignation of senior management/directors.	Theft/loss over £5,000,000

Impact					
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable

Likelihood		
Descriptor	Score	Example
Remote	1	May only occur in exeptional circumstances.
Unlikely	2	Expected to occur in a few circumstances.
Possible	3	Expected to occur in some circumstances.
Probable	4	Expected to occur in many circumstances.
Highly Probable	5	Expected to occur frequently and in most circumstances.

<u>Risk Appetite</u>

Risk Rating	Net Risk Assessment	Risk Appetite Response
High	15-25	Unacceptable level of risk exposure which requires action to be taken urgently.
Medium	7-14	Acceptable level of risk but one which requires action and active monitoring to ensure risk exposure is reduced
Low	1-6	Acceptable level of risk based on the operation of normal controls. In some cases, it may be acceptable for no mitigating action to be taken.

<u>Risk Response</u>

There are four categories of risk response:

Terminate: risk avoidance – where the proposed activity is outwith the current risk appetite level;

Treat: risk reduction – where proactive action is taken to reduce the likelihood or impact of an event occurring or limiting the consequences should it occur

Transfer: risk transfer – where the liability for the consequences is transferred to an external organisation in full or part (e.g. insurance cover)

Tolerate: where certain risks are accepted

Risk Appetite Target Scores

Risk Description	From	To	Commentary
Strategic	Low	Medium	SEStran has a low to medium appetite in relation to its strategic risks and aims to ensure effective delivery of its commitments in line with agreed timescales. Strategic delivery is monitored through ongoing reporting processes and governance processes.
Financial	Low	Medium	SEStran has a low to medium appetite in relation to financial risk and may be prepared to accept some risk, subject to: · setting and achieving an annual balanced revenue budget, in line with legislative requirements · maintaining an unallocated general reserve fund, in line with legislative requirements Financial risk is set out in SEStran's Governance Scheme.
Reputational	Low	Medium	SEStran is prepared to tolerate a low to medium level of occasional isolated reputational damage. Media response protocols are set out in the Governance Scheme.
System and Technology	Low	Medium	SEStran has a low to medium appetite in relation to system and technology risk. The risk appetite will vary depending on the nature, significance and criticality of systems used, and the services they support. Risks are managed through ongoing use of inbuilt technology, security controls, encryption, data loss prevention, firewalls and vulnerability scanning, plus a range of security protocols and procedures. SEStran has achieved Cyber Essentials Plus accreditation.
Governance	Low	Low	SEStran has a low appetite in relation to governance and decision making. The partnership's governance arrangements are detailed in the Governance Scheme. No officer or member may knowingly take or recommend decisions or actions which breach legislation.
Specific Operational	Low	Medium	SEStran has a low to medium appetite in relation to specific operational risks. The Partnership Director and Management Team are expected to design, implement and maintain appropriate programme, project management and governance controls to manage these risks.
External (Suppliers/contractors/partnerships)	Low	Medium	SEStran has a low to medium appetite in relation to external risks. The appetite will vary depending on the criticality of the service or third-party support. SEStran has an established procurement process, supported by the Contract Standing Orders and use of Public Contract Scotland frameworks.
Legal and Regulatory	Low	Low	SEStran aims to fully comply with all applicable regulatory and legislative requirements. No officer or member may knowingly take or recommend decisions or actions which breach the law.
People	Low	Low	SEStran recognises that accidents can occur because of unknown and/or unplanned events and has an appetite to fully comply with all relevant health and safety requirements to minimise any health and safety risks that could potentially result in loss of life or injury.
New Project Income	Medium	High	SEStran has a medium to high appetite in relation to attracting new projects to enable innovation and attract new funding streams. SEStran has an established procurement process, supported by the Contract Standing Orders and use of Public Contract Scotland frameworks. Financial risk is set out in SEStran's Governance Scheme.

Climate Change Duties Report

1. INTRODUCTION

1.1 The purpose of this report is to inform and update members about SEStran's responsibilities, as a public body, in relation to the Climate Change Act (Scotland) 2009.

2. BACKGROUND

2.1 In 2015, the Reporting on Climate Change Duties (Scotland) Order 2015 came into force, which required specified Public Bodies, including RTPs, to prepare annual reports on compliance with climate change duties under the Climate Change (Scotland) Act 2009.

2.2 This legislation is managed and coordinated on behalf of the Scottish Government by the Sustainable Scotland Network (SSN) team at the Edinburgh Centre for Carbon Innovation.

3. REPORTING RESPONSIBILITIES

3.1 SEStran has reported annual emissions figures since 2015 and implemented a range of policies to reduce the impact from the workings of the organisation.

3.2 For the reporting year 2022/23 SEStran total emissions was 5.58 tCO2e, due to staff members hybrid working policy, and reduction in travel to EU countries. A breakdown of emissions is detailed within the appended report.

3.3 Future reporting will reflect progress in achieving the target outlined in appendix 1.

4. RECOMMENDATIONS

4.1 The Board are invited to note the content of the report.

Hattie James
Project Officer
November 2023

Appendix 1: SEStran Carbon Emissions Reporting

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	As detailed in **Appendix 1** of this report.

The table below summarises the Carbon Emissions produced by SEStran throughout 2022-23.

SEStran Carbon Emissions Reporting 2021-22

Emission Source	Consumption data	Units	Emission Factor	Units	Emissions (tCO2e)
Scope 1 (direct emissions)					**0.00**
Scope 2 (energy indirect)					**0.00**
Scope 3 (other indirect)					
Short-haul flights (average passenger)	32180.60	km	0.15353	kgCO2e/km	**4.94**
Rail (National Rail)	4424.25	km	0.03549	kgCO2e/km	0.16
Car - petrol (average)	606.72	km	0.17048	kgCO2e/km	0.10
Car – diesel (average)	0	km	0.17082	kgCO2e/km	0.0
Staff Travel to Work	34361.45	km	various	kg CO2e/km	0.344
Working from Home	90.6	Percentage of total FTEs home-based	0.3	tCO2e/FTE/annum	0.03
SEStran TOTAL				**Tonnes CO2e**	**5.58**

The table above illustrates SEStran carbon emissions for 2022-23 against the relevant reportable emission categories. Since the relocation of SEStran to Victoria Quay in 2016, no report is made for scope 1 and 2 emissions that would otherwise be included in the Scottish Government building report.

Due to the ongoing impacts of COVID-19 and Scottish Government restrictions introduced in March 2020, 90.6% of SEStran full time equivalent (FTE) staff was working from home for the duration of the reporting period 2022-23. In light of that, a default emission factor as advised by the SSN Guidance on Completing Public Bodies Climate Change Duties Annual Report 2020/21 has been applied to calculate emissions associated with staff working from home.

The table below details the annual change since relocating to Victoria Quay. Due to the impact of COVID-19 it is hard to see the year-to-year comparisons. The table below shows the emissions purely related to business travel, including European travel but excluding staff travel to work and working from home.

Reporting Year	Tonnes CO2e
2016-17 *	7.138
2017-18	5.241
2018-19	7.227
2019-20	7.312
2020-21	0.062
2021-22	0.42
2022-23	**5.2**

*SEStran moved to Victoria Quay

In accordance with SNN guidance, it is recommended that a base year and a target is used to monitor reduction of emissions. Accordingly, SEStran aim to reduce emissions by 50% by 2030. SEStran will use 2016-2017 as a base year as that is the first year situated in Victoria Quay. This will be achieved by reducing the km travelled via business travel.

SEStran are setting a target to reduce their total tonnes of CO2e to 3.1 by 2030.

During 2022-23, SEStran staff adopted a hybrid working policy, and 90.6% of work was done from home online, including project meetings using software such as Microsoft Teams. European travel has recommenced following the removal of restrictions from COVID-19, so despite limited EU projects occurring, staff did travel to Europe for conferences and meetings.

Emission Source	No of Trips	Travel Distance	Difference on 20-21
Domestic flights	0		0 km
Short-haul flights	12	32,181 km	∧ 30, 948 km
Rail	15	4,424 km	∧ 4372 km
Car	**	607 km	∨ 91 km
Bus	0	0 km	0 km
Taxi	0	0 km	0 km
Cycle	**	0 km	0 km

** Use of personal vehicles and cycles is captured by mileage only and not by trip number.

Staff Travel to Work

Staff travel to work is calculated on assumptions of normal staff travel patterns if working in the office. This takes account of annual leave, periods of absence, and prearranged days working from home. This results in an estimated emission total that will be higher than the actual total emission for this category.

The reporting period saw staff working from home 90.6% of the time, due to maintain hybrid work policy, resulting in lower emissions associated with staff travel to work for the reporting period compared to previous years. SEStran operates flexible working practices and promotes the sustainable travel hierarchy where appropriate.

TOTALS	Emissions kg CO2e	Distance km
Car	2,482,17	13,741.00
Passenger	0.00	0.00
Rail	724.83	16,384.11
Bus	33.72	280.80
Cycle	0.00	3,955.65
Walk	0.00	0.00
TOTALS	**3240.72**	**34,361.45**

GO SEStran
South East of Scotland Transport Partnership

EQUALITIES AND ACCESS TO HEALTHCARE FORUM
10:00am Tuesday 28th September 2023

Present:

Brian Butler (Chair) (BB)	SEStran
Cheryl Fergie (Minutes) (CF)	SEStran
Keith Fisken (KF)	SEStran
Hattie James (HJ)	SEStran
Tom Flanagan (TF)	SEStran
Linda Bamford (LB)	Non-Councillor Member
Mike Harrison (MH)	Midlothian Disability Accessibility Panel
Rhianne Forrest (RF)	Children's Health Scotland
Andrew McLellan (AM)	East Lothian Council
Douglas Bryce (DB)	Disability Equality Scotland
Steven Dora (SD)	Transport Scotland
David Trainor (DT)	Sentireal
Colin Melville (CM)	CTSI (Clackmannanshire Third Sector Interface)
Diana Budziosz (DBu)	East Lothian Council
Anne Cowan (AC)	Fife Council
Adeola Owolabi	Mental Health Foundation
Elif Yardim	Mental Health Foundation
Victoria	Mental Health Foundation
Adil	Mental Health Foundation
Menesia	Mental Health Foundation
khaleid	Mental Health Foundation
Wanjirum907	Mental Health Foundation

Apologies:

Doreen Steele (Chair)	Non-Councillor Member
Ewan Doyle	Scottish Borders Council
Cllr Marie-Clair Munro	Edinburgh Council & SEStran Board Member
Cllr Jenny Linehan	Scottish Borders Council & SEStran Board Member
Ken Reid	East Lothian Access Panel
Iain Sneddon	NHS Lothian
Laura Jones	RNIB Scotland
Anthea Coulter	CTSI (Clacks Third Sector Interface)
John Scott	McGill's Buses
Catriona Burness	RNIB Scotland
Cllr Jule Bandel	Edinburgh Council & SEStran Board Member
Ian Aikman	Scottish Borders Council
Allan Lindsay	Young Scot
Cllr Robin Lawson	Fife Council & SEStran Board Member

Ref.		Actions
1.	**WELCOME AND APOLOGIES FOR ABSENCE**	
	Brian Butler welcomed everyone to the meeting and apologies were noted as above.	
2.	**MINUTES FROM WEDNESDAY 28TH FEBRUARY 2023**	
	The minutes of the last meeting were approved.	
3.	**ACCESSIBLE TRAVEL FRAMEWORK ANNUAL DELIVERY PLAN**	

	Steven Dora from Transport Scotland updated the Forum, there was a discussion and comments made on the points below:
	
	Equalities and Access to Healthcare Forum 1
	
	New programme approach for delivery under the Accessible Transport Framework – Key Themes
	    1: Improving the passenger experience across all modes
	    2: Journey planning, integrated ticketing and wayfinding
	    3: Clear pathways
	    4: Transport to health & social care
	    5: Blue badge
	    6: Trunk roads
	    7: Measuring progress
	    8: Beyond the current ATF
	
	Accessible Travel Framework evaluation project by Disability Equality Scotland
	    1: Develop an understanding of the monitoring and evaluation work.
	    2: Use the valuable feedback and data that DES gathered as evidence.
	    3: Develop a richer and more up-to-date understanding of the priorities of disabled people traveling in Scotland.
	    4: Reflect on how the work of the framework could be monitored in the future and consider how it is currently being monitored, evaluated, and reported on.
	
	Transport to Health and Social Care
	• There were 27 recommendations taken forward, with high level actions.
	• To work with Scottish Government health colleagues to ensure disabled people are equipped with the information and services they need to ensure that they are able to travel safely to medical/health appointments.	

New guidance on Inclusive Design for Town Centres and Busy Streets
- Consultation response is close to launch soon.

Blue Badge
- LEZs for Aberdeen, Dundee, Edinburgh and Glasgow launched formally on 31 May 2022
- Enforcement commenced in Glasgow on 1st June 2023 for all vehicles (residents living within the zone 12 months later)
- Dundee – 30th May 2024
- Aberdeen and Edinburgh 1st June 2024
- Successful pilot of new accelerated badge award process for people with MND
- Now exploring wider application in the new year

RF said that Childrens Healthcare Scotland have struggles obtaining blue badges, rare conditions can make things difficult. SD suggested that he put his email address in the chat facility so they can link up and discuss.

SD

LB raised the following:
- Whether the evaluation report would be ready and suggested it would be good to measure the progress of the last seven years, also to forecast the next three years.
- Why are trunk roads are mentioned in the Disabled People Accessibility Programme.
- There should be scope to look at commonalities in women and girls' safety, a new approach will help with this. The framework must include new issues as they arise.

AM noted trunk roads local development plans were mentioned in the accessibility programme because of increased volume of anxiety. It's about the effect of congestion extended roadworks has on the person. LB asked the following in the meeting chat facility "Is that more around roadworks awareness, reducing congestion/ switching modes and a just transition to net zero including reducing car kilometers by 20% by 2030 for those who can, which in effect would reduce congestion and journey times for those who need to use a car? I.e., disabled people and their carers". AM agreed.

AM also stated that the way in which the Blue Badge is allocated is being looked into, in particular the occupational health assessment and one year award before diagnosis.
AC said there has been an increase in the volume of applications, but this was not necessarily the correct forum to discuss this. A meeting with relevant people would be good.
It was agreed that the guidance needs to be clearer, and SD will look into this.

SD

4.	**THISTLE ASSISTANCE UPDATE**	
	Keith Fisken gave a brief verbal update: The Thistle Assistance Programme has been running since 2005 to create more support for people that have issues using public transport. There is an agreed yearly budget to support this and the RTPs regularly contribute. SEStran have been working with Sentireal exploring a journey planning element for the last couple of years. VoyagaAR has been a welcomed addition and will align with Thistle Assistance Programme well when rolled out. David Trainor from Sentireal demonstrated VoyagaAR to the forum and the following features were noted and discussed: • Door to door journey planning with disability friendliness built in • Ability for a carer to plan a journey for a disabled person • Voice command as well as typing so accessible • Help button, can call for designated assistance • Website for carer to use to set journey up • Mobile app for the disabled person to carry with them • Instructions can be read out to the person • Chat functions with the carer and the traveler • Augmented reality • Navigational indicators • Carer can track travelers progress LB suggested The Scottish Ambulance Service could use this for people not eligible for transport and if there was potential in the app for the correct feel for distance or gradient. If not, can this be added in the future. DT said third parties provide certain information regarding timetables and geographical information, that information would not be directly provided. Technically it is possible, but the information would need to be sourced. DB attended a meeting with Kevin Hamilton, there is a website to monitor roadworks and the data to help others can be shared. DT said data that's gathered by others could be useful and anxiety reducing. AMc wrote in the chat facility he would be interested in showing his Social Work Children & Families and Adult Services colleagues, he is going to speak with the Heads of Service and get back to KF. KF suggested he was happy to facilitate this and likewise for others. DB said Disability Equalities Scotland are happy to assist with promotion where they can. KF noted collaborative work has been appreciated and there is great potential to adapt in the future as technology develops. The next steps are the launch stage, promotion, marketing and linking with Thistle Assistance.	94 **AMc & KF**

5.	**MOBILITY AND ACCESS COMMITTEE FOR SCOTLAND (MACS) TRANSPORT TO HEALTH AND SOCIAL CARE REPORT**	
	LB provided a background to the report. The first initial report had 27 recommendations, these were broken down to 9 at the second session. The 9 recommendations were then reported to Ministers and commitments that they would take the recommendations forward were received. It was noted that it is important to have a joined-up approach, this is integral to the care pathway. The following points were raised and discussed:	

Transport to Health and Social Care Report, December 2019
- Explore the transport barriers faced by disabled people and older people when accessing health and social care appointments and facilities
- Consulted around 40 stakeholders, including individual disabled people, Disabled People's organisations, Community Transport Association, Transport Scotland, Regional Transport Partnerships, representatives from NHS Boards, Access Panels and Local Authorities
- Undertook an extensive evidence gathering exercise capturing the voices of over 1000 disabled people

Next Steps
- SEStran Strategy Manager – Rachael Murphy – joins from CoMoUK on 31 October. One of Rachael's key priorities will be Access to Healthcare
- Set up a short life working group – led by Linda Bamford and Rachael – to scope project, including governance, stakeholders, outcomes, benefits, timescales etc
- SLWG will start work around mid - November
- SLWG will work to implement Scottish Government Primary Care Team's "Transport to Healthcare Delivery Plan", which is currently in draft

SD agreed to invite Doreen Steele to the Accessible Travel Framework Steering Group, specifically for transport to health and social care issues. It was discussed that KF has attended these meetings previously regarding Thistle Assistance. **SD**

AM suggested Rachael Murphy links up with all local authorities as they have lots of things in place to help with taking this forward. The information is not published, this is something to consider. Iain Sneddon would be a good person to talk to regarding this.

The National Audit Office review in 2011 had very similar recommendations but there has been no significant progress.

LB said Health Boards should be approached now as there are significant opportunities for collaborative working.

	SD noted that this work links in with Transport to Health and Social Care Deliver Plan and there will be a lot of cross boundary work happening.	
6.	**HUMAN RIGHTS BILL CONSULTATION RESPONSE**	
	Tom Flanagan updated the Forum, the following points were noted: Human Rights Bill.pptx **The Human Rights Bill proposes to incorporate four UN human rights treaties into Scots law:** • International Covenant on Economic, Social and Cultural Rights (ICESCR) • International Convention on the Elimination of All Forms of Racial Discrimination (ICERD) • Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) • Convention on the Rights of Persons with Disabilities (CRPD) **SEStran Response, Comments Include:** • As a follower of the Human Rights Consortium Scotland (HRCS), SEStran would like to align itself with the comprehensive response it has provided. • Question 14, page 26: What are your views on the proposed approach to including an equality provision to ensure everyone is able to access rights, in the Bill? *We agree that there should be an equality provision, and that LGBTI and older people should be specifically named. This is because there is significant benefit in these groups being visible in the Bill given the consideration needed to address barriers to their rights.* The consultation is due to be submitted on the 5th October.	
7.	**GO E-BIKE FUNDING**	
	Brian Butler gave a brief update: The service provider Bewegen is now liquidated. There are bikes remaining and they are being audited now. There is currently no e-Bike hire scheme in place in the SEStran area. Transport Scotland have been supportive, there will be clearer information on the remaining budget after a meeting that is taking place today. SEStran have put 1 adapted bike to a community group in the Borders. BHJ pasted the following link to the chat facility. https://www.cyclinguk.org/cycle-share-fund	

	BB said when SEStran have a clearer idea of remaining budgets there will be a new strategy put in place incorporating LB suggestions and this will be reported back to a future forum.	
8.	**WOMENS-SURVEY-2023-TRANSPORT-REPORT**	
	BB noted this paper was circulated for information and that this could be brought to a future forum for discussion if necessary. LB said an intersectional approach would link with equalities outcomes, a lot of the issues were similar to the transport to health and social care report. BB stated SEStran and RTPs can tackle these views.	
9.	**DATE OF NEXT MEETING**	
	At the time of this meeting the next meeting date was to be confirmed. The proposed date of the next meeting is **29th February 2024**	

GO
SEStran
South East of Scotland
Transport Partnership

INTEGRATED MOBILITY FORUM
10:00AM THURSDAY 5TH OCTOBER 2023

Present:

Cllr Sally Pattle (SP)	West Lothian Council
Cllr Jenny Linehan (JL)	Scottish Borders Council
Cllr Robin Lawson (RL)	Fife Council
Cllr Scott Arthur (SA)	City of Edinburgh Council
Cllr Tom Conn (TC)	West Lothian Council
Cllr John McMillan (JMcM)	East Lothian Council
Kevin Collins (KC)	Falkirk Council
Wayne Clark (WC)	Midlothian Council
Diane Budziosz (DB)	East Lothian Council
Andrew McLellan (AMcL)	East Lothian Council
Tony McRae (TMcR)	Fife Council
Madeline Bell (MB)	Midlothian Council
Doreen Steele (DS)	NCM
Geoff Duke (GD)	NCM
Desmond Bradley (DB)	Scotrail
Natasha Byrne (NB)	Cycling Scotland
Ewan Doyle (ED)	Scottish Borders Council
Adam Kesby (AK)	Sustrans
Rebecca Taylor (RT)	Scottish Government
George King (GK)	City of Edinburgh Council
David Majarich (DM)	Urban Foresight
Christopher Cox (CC)	Falkirk Council
Ben Ritchie (BR)	Lothian Buses
Duncan Hearsum (DH)	Dial-A-Ride
Carlos Soto (CS)	Sustrans
Brian Butler (BB)	SEStran
Beth Harley-Jepson (BHJ)	SEStran
Hattie James (HJ)	SEStran
Keith Fisken (KF)	SEStran
Nikki Boath (NLB)	SEStran

Apologies:

Cllr Colin Davidson	Fife Council
Cllr Derek Glen	Fife Council
Cllr Danny Aston	City of Edinburgh Council
Cllr Marie-Clair Munro	City of Edinburgh Council
Cllr Jane Cox	Scottish Borders Council
Linda Bamford	NCM
Iain Sneddon	NHS Lothian
Gareth Williams	SCDI
David Kelly	Community Transport Association
George Lowder	Transport for Edinburgh
Christoper Johnson	Cycling Scotland

Chris Milne	East Lothian Council	
Ken Gourlay	Fife Council	
Jeff Ferguson	Edinburgh Coachlines	
Michael Craigie	ZeTrans	
Anne Cowan	Fife Council	
Tom Flanagan	SEStran	

Ref.		Actions
1.	**Welcome and Introductions**	
	Cllr Pattle welcomed everyone to the meeting and apologies were noted as above.	
2.	**Minutes of IMF – 27th April 2023**	
	The minutes of the last meeting were approved. Matters arising from previous minutes: BB highlighted that hard copies of new RTS have been circulated. If any Forum members have not received a hard copy, contact reception@sestran.gov.uk. Cllr Conn confirmed that there has been no response to Community Transport initiatives and this item has been carried forward. BB highlighted that the wider partnership will be undertaking work in relation to Access to Healthcare which will include Community Transport. Cllr Conn confirmed that he has been appointed Chair of the West Lothian IJB. BB will contact Cllr Conn when this work has progressed. KF confirmed that Cllr Alexander's request to install a screen in Tesco Midlothian has been added to the list. KF also mentioned that currently on street screens are being installed within the area for October. KF also confirmed that screens can be installed in public houses. JMcM will pass contact details to KF for Glenkinchie Distillery regarding a screen.	**BB** **BB** **JMcM**
3.	**Terms of Reference**	
	Cllr Pattle thanked the Forum members who volunteered for the TOR working group. BB presented the slides to the Forum. The slide pack will be circulated. BB outlined the following: • Names of Forum members who volunteered to be part of short term working group • Key principles • Purpose of the IMF • Next steps	**BB/NB**

	GD asked if SEStran will be driving most of the actions due to this Forum only meeting biannually. BB said that although this Forum is held biannually, there is potential to create a subgroup which would allow those with particular expertise to become involved. BB will circulate the updated TORs to Forum Members.	**BB**
4.	**Bus Taskforce Remit – Review of Bus Discussion at SEStran Partnership Board**	
	KF presented his slides. KF stressed that bus is a key mode of transport and highlighted the importance of buses working in conjunction with other modes of transport. Cllr Pattle and Cllr Conn outlined the impact of the withdrawal of McGill's bus services across West Lothian and are looking for solutions. A discussion followed. AMcL outlined a number of short-term actions to Cllr Pattle and Cllr Conn as follows: • To contact McGill's directly to obtain passenger data for the routes being cancelled. AMcL highlighted the dates should be from the date McGill's took over the routes from First Bus to current date and this will enable West Lothian to clearly assess the data. • Priorities need to be established by West Lothian for their routes eg Work, Health & Wellbeing, Shopping. AMcL mentioned that East Lothian Council have 5 priorities in place. • Contact the Traffic Commissioner. BB suggested that West Lothian officers link up with Andrew McLellan. AMcL said this was already happening and will forward his email address directly to Cllr Pattle. Cllr Pattle will contact CC to discuss the situation within Falkirk region. Cllr Pattle thanked BB & KF for their advice in relation to the West Lothian bus situation.	**AMcL** **SP** **SP**
5.	**GO E-Bike – Next Steps**	
	BHJ provided a summary of the GO E-Bike scheme. BHJ informed the Forum that new fleet E-Bikes for 5 local community groups have been purchased. BHJ also highlighted that SEStran has received £103,000 funding from the Active Nation Fund. This funding has been used as follows:	

	- To support existing hubs to do more with resources they already have in place such as running e-bike trials, training and promotional events. - Develop and deliver a regional promotional campaign to increase E-Bike awareness and where they can be accessed. - E-Bike trials with employers. BHJ mentioned that if any Forum members have any employers within their area that could benefit, please contact BHJ at beth.harley-jepson@sestran.gov.uk BHJ said the Active Nation funding is expected to continue for the next 2 years. SEStran will reapply so that financial support can be continued for community hubs. BHJ is currently involved in establishing a strategy for the coming financial year which relates to the new RTS. BHJ also provided an update on Bewegen scheme. BHJ highlighted that Bewegen went into receivership and SEStran are currently undertaking an assets audit to determine options. BHJ mentioned that Hi-Bike will continue to run their scheme and Hi-Bike may take some of the existing SEStran E-Bikes to add to their scheme. BHJ also highlighted that the bikes from the 2018 Community Bike scheme have been redistributed to other projects BHJ mentioned that SEStran have been in discussion with Charles River Laboratories about the possibility of setting up a scheme for their employees. NB asked how many E-Bikes have been purchased. BHJ will provide this information to Forum members.	**ALL** **BHJ**
6.	**GO SEStran (DRT MaaS) and VoyagAR**	
	HJ provided an update for GO-SEStran and explained that the pilot is funded until March 2024. HJ encouraged Forum members to download the app. HJ also mentioned that St Andrews University is now a partner. St Andrews have made a financial contributions and have paid for a webpage version of the app and various app enhancements to make user experience better. These enhancements include a mobility menu and points of interest. HJ mentioned that SEStran are continuing to work closely with Tactran who are also running MaaS apps. HJ highlighted that both parties have been successful in receiving Smarter Choices Smarter Places funding. This funding has been used	

	to pay for the licences and improve the platform and apps up to March 2024. HJ said that the Integrated Mobility Partnership (IMPS) website was launched a few weeks ago. **Thistle Assistance VoyagAR** HJ then provided an update on VoyagAR. This is a journey planning tool focussed on those who may have additional needs. HJ explained that there will be a website version for carers and families to assist in journey planning. This can link to mobile phone app for those who may require additional help and includes real time messaging. This app will include voice activation, real time cameras and artificial intelligence. After successful testing the VoyagAR extension to the Thistle Assistance program is ready for 'launch'. The app and website will be transferred to public service and made ready for use by the end of the year. There will be a supporting marketing campaign.	
7.	**Workforce Mobility Project**	
	ED gave a presentation on Workforce Mobility. ED explained that this project is part of Edinburgh and South East Scotland City Region Deal and sits within the Employability element (Integrated Regional Employability and Skills section). ED further explained that the project aim is to identify, support and sustain long term solutions to transport barriers to employment, training and education. ED explained that he has been working with local authorities, employability partners, transport partners and employers. The following was determined: • Define barriers • Identify locations • Action areas for the project • Identify long-term benefits ED mentioned that this baseline report is located on CRD webpage. ED explained that the focus has been on Business data. There has been engagement with businesses across the region to provide their employee postcode data and shift patterns. The data analysis is used to determine which employees are able to currently travel by sustainable transport. This information will help businesses with their Green Travel Plan.	

	ED explained that a tool was created and trialled in Fife. This tool analyses transport network and services. This tool can also be used for space and economic planning. ED also explained that the project has been used to analyse local authority data eg operator ticket machines data. This data has been automated for easier use by local authorities. ED spoke about other activities that he has been involved with: • Green Jobs Showcase • Bike on Bus Performance Review and linkage to the Bus Strategy • Development of Employers Factsheet • PINGO DRT videos Also in relation to PINGO, ED highlighted an Economic Impact Assessment was undertaken for its first year of operation. ED explained it has shown a positive return. BB encouraged Forum members to contact ED about this project.	**ALL**	
8.	**AOCB**		
	BB encouraged Forum members to contact him regarding Artificial Intelligence.	**ALL**	
9.	**Next Meeting**		
a)	Topics/priorities for next meeting – Cllr Pattle suggested Artificial Intelligence		
b)	Date of Next Meeting – TBC		

Remote Chief Officer Liaison Group Meeting
14:00 Wednesday 8th November 2023
Microsoft Teams

Present:

Brian Butler (Chair)(BB)	SEStran
Beth Harley-Jepson (BHJ)	SEStran
Cameron Duck (CD)	SEStran
Hattie James (HJ)	SEStran
Keith Fisken (KF)	SEStran
Nikki Boath (NB)	SEStran
Rachael Murphy (RM)	SEStran
Tom Flanagan (TF)	SEStran
Peter Forsyth (PF)	East Lothian Council
Ian Lennock (IL)	East Lothian Council
Lesley Deans (LD)	Clackmannanshire Council
John Mitchell (JM)	Fife Council
Susan Keenlyside (SK)	Fife Council
Keith Luke (KL)	Midlothian Council
Graeme Johnstone (GJ)	Scottish Borders Council
Jamie Robertson (JR)	City of Edinburgh Council
Iain Shaw (IS)	City of Edinburgh Council
Gordon Brown (GB)	West Lothian Council
Alastair Young (AY)	Scotland Futures Trust

Apologies:

Jim Jack	West Lothian Council
David Hanna	City of Edinburgh Council

Ref.		Actions
1.	**Welcome and Apologies for Absence**	
	The Chair welcomed the Officers to the meeting and apologies were noted as above. BB introduced 2 new members of SEStran staff – Rachael Murphy – Strategy Manager and Cameron Duck – Communications and Marketing Officer.	
2.	**Minutes and Matters Arising**	
	The minutes from Wednesday 23rd August 2023 were agreed as a correct record.	
	Matters arising from previous minutes:	

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	AY provided an update regarding collaboration agreements in Scotland. • 3 Ayrshire Councils have agreed to collaborate for the expansion of EV charging through a concession model. • The eight authorities which make up Glasgow CRD have agreed to collaborate and are exploring the concession model. • In North Scotland – Aberdeen City, Aberdeenshire, Highlands and Moray are all collaborating with the expansion of both EV and fleet charging. • Shetland, Orkney and Western Isles are working through HiTrans to develop their expanded EV strategy. BB said that the Bus Taskforce has been integrated into SEStran Integrated Mobility Forum. TORs will be now drafted. BB highlighted that SEStran will set up meetings with all Councils in between Chief Officers' Liaison Group meetings to encourage more of a 2 way process in COLG meetings.	**BB**	
3.	**Financial Reports**		
	Iain Shaw provided an update on the Financial Reports. IS explained that he is currently in the process of preparing reports for both Performance & Audit Committee and the Partnership Board meetings. At these meetings, IS will provide an update on the progress of developing a budget for 2024/25 as well as an update of the current in-year forecast. IS said that in relation to the 2024/25 budget, the starting point is a roll forward of the Indicative Plan presented at the Partnership Board in March 2023. IS explained that SEStran are currently updating this in relation to current project activity and this will be drafted into the report for P&A Committee next week. IS also mentioned with regard to "flat cash" that there is no change to the external funding sources received from council contributions & TS grant. IS highlighted that one of the challenges is Pay Awards which are higher than recent years. This will need to be factored into financial planning. In the current year, IS explained that there are likely to be no deviations from the set budget and any funds carried forward from last year will be fully spent by end of current financial year.		

4.	**Electric Vehicle Charging Strategy**	
	BB explained that this Agenda item is to take forward recommendations from the recent EV forum. The next steps to working collaboratively would be discussed at this Chief Officers meeting. These would mainly be in relation to setting up and funding a governance structure. BB presented the slides and outlined the following points: • Benefits of Regional EV Strategy and Delivery Plan • Benefits of a Collaborative Approach to EV infrastructure and charging • Steps to date • Recommendations SEStran have received a draft report from Urban Foresight which will be shared with the group next week. BB mentioned that Urban Foresight have outlined a number of proposals for working closely together, and that the emphasis will now shift towards developing a delivery plan. AY explained that transition to delivery is difficult but highlighted that although strategy is very important it is not an end in itself. He also mentioned that there is a window of opportunity to utilise the pooled resource of skills and knowledge within the public sector. There is seed funding available from Transport Scotland (TS) to take procurements to the market to generate income. AY highlighted the importance of a dynamic rolling implementation and delivery plan. AY said the questionnaire sent to local authorities officers highlighted that the consensus is that all local authorities want to deliver this strategy in much the same way. There was a discussion and the following questions were raised: • Transport Scotland timescales - AY stressed that, although the original timescales have not been met, there is still an opportunity to move forward with full TS backing. He highlighted that local authority strategy and expansion plans should be submitted to TS as soon as possible if not already done. TS hope to send Grant Letters out by end of financial year. • PF asked about the required resources commitment. BB responded that there is still work to be done regarding the resource requirement.	**BB**

	• JM reported that Fife Council would consider a report on EVs which will propose a concessionary model and that Fife integrates with the developing SEStran approach,but made it clear that he needed more information to feel comfortable with the approach. This is primarily around the funding proposal and how future levies will work. • LD stated that Clacks and Falkirk are ready to go to market and that the work they had done on procurement models could form a basis for other LAs to follow. LD also said that Clacks would be happy to delay in order to integrate with the other LAs if that offered a better return for them. BB summarised that SEStran will undertake the following points to bring back to next Chief Officers meeting: • Circulate questionnaire table to all partners to document views on governance and funding proposals, including future levies • Work with City Regional Deal PMO, plus Falkirk and Clacks • Determine appropriate decision-making level The next EV forum will actually be the UF workshop to report on and agree the positioning and baselining report and kick off the delivery phase of the UF commission. This is likely to be held on the morning of 24 November.	**BB**	
5.	**World Class Bus Service Strategy**		
	KF presented slides in relation to the bus strategy and its next steps. • Develop a Regional Bus Strategy to support RTS delivery direction from SEStran Board (June 2023) • RTS feedback – strong case and significant appetite for positive change • Build on and utilise multi- region BPF work business cases • Take an evidence-based (STAG), objective-led, transparent approach involving engagement and consultation • Application made to Community Bus Fund – positive response received • Finalise plan and undertake procurement to progress work • Align with other streams of work, regionally and at local authority levels • Prepare the ground for direct action • Open discussions with stakeholders including Government and Bus Operators for attracting capital and revenue funding to support a world-class bus service		

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6.	**RTS Delivery Plan**	
	BB provided an update on RTS Delivery Plan.	
	BB said that the ESESCRD Regional Transport Masterplan and the RTS Delivery Plan have been merged, will be called the RTS Delivery Plan, and will apply to all 8 local authorities.	
	BB highlighted that RM will be involved in breaking down the actions in the delivery plan into timescales.	
	PF enquired about data access, and the possibility of having a single repository for all regional transport related data. BB explained that SEStran have been looking at GIS. KF spoke about wider digital twinning work and it was agreed that a workshop be considered as a way of taking this forward.	**KF**
7.	**Active Travel**	
	BHJ provided an update on SEStran Strategic Network. Key points that were covered: • Methodology • Strategic Network phasing • Progress and monitoring • Multi criteria assessment • Next Steps	
8.	**AOCB**	
	KF requested that Chief Officers provide details of their Communications and Marketing contacts to Cameron Duck – Cameron.duck@sestran.gov.uk.	**ALL**
	PF enquired about the Transport Minister meeting in East Lothian regarding the DRT pilot which has been run in East Lothian. BB informed PF that this will take place on 13 December 2023, 9.30am-10.30am. BB explained that an Agenda has to be sent to the Transport Minister by the end of this month. BB mentioned that Cllr McMillan has been invited to the Transport Minister meeting. Following the DRT discussion, a further meeting has been arranged between the Minister, SEStran Chair, Deputy Chairs and Cllr McMillan.	
	HJ will forward PF details of the meeting.	**HJ**
9.	**Date of Next Meeting**	
	The proposed date of the next meeting is scheduled for 2:00pm on Wednesday 14th February 2024.	

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![GO SEStran — South East of Scotland Transport Partnership]

Logistics & Freight Forum
Tuesday 21st November 2023, 1.30pm
Microsoft Office Teams

In Attendance:

Cllr Colin Davidson (Chair) (CD)	Fife Council
Cllr Scott Arthur (SA)	City of Edinburgh Council
Cllr Danny Aston (DA)	City of Edinburgh Council
Cllr Jenny Linehan (JL)	Scottish Borders Council
Cllr John McMillan (JM)	East Lothian Council
Cllr Colin Cassidy (Cllr C)	Midlothian Council
Brian Butler (BB)	SEStran
Keith Fisken (KF)	SEStran
Michael Melton (MM)	SEStran
Nikki Boath (NB)	SEStran
Rachael Murphy (NB)	SEStran
Paul Davison (PD)	AECOM
Elliot Bayley (EB)	AECOM
Kevin Collins (KC)	Falkirk Council
Christopher Cox (CC)	Falkirk Council
Ian Buchanan (IB)	City of Edinburgh Council
Emin Akgun (EA)	Napier University
Jo Edmenson (JE)	P D Ports
Douglas Norris (DN)	CILT UK
David Prescott (DP)	Allan Rail
Doreen Steele (DS)	NCM
Simon Hindshaw (SW)	NCM
Ian Budd (IB)	Friends of the Far North
Jane Findlay (JF)	Fife Council
Emma Gilmour (EG)	Fife Council
Jaimey Brown (JB)	Hydrotrux
Mike Birch (MB)	NTBCC

Apologies:

Cllr Robin Lawson	Fife Council
Cllr Jane Cox	Scottish Borders Council
Ewan Doyle	Scottish Borders Council
Rose Tweedale	Transport Scotland
Andrew Sim	Fife Council

Ref.		Actions
1.	**Welcome and Introductions**	
	Cllr Davidson welcomed members to the meeting and apologies were noted as above. KF introduced 2 new members of the SEStran team – Michael Melton, Programmes Manager and Rachael Murphy, Strategy Manager.	

2.	**Minutes of last meeting**	
	The minutes of the last meeting were approved. Matters arising from last minutes: GO Forth Freight Study Update KF to contact Frank Roach to discuss waste flows.	**KF**
3.	**GO Forth Freight Strategy Update**	
	KF presented the slides (more info: https://sestran.gov.uk/projects/regional-freight-study/) KF explained that approval has been received to move to the final stage of the appraisal which is the Detailed Options Appraisal. As a result, KF said that work has begun with AECOM and the process needs to be completed by March 2024. KF explained the background and the approach to the Freight Study. KF handed over to PD at AECOM who explained the initial findings, requirement for change, scope for change and requirement for intervention. PD provided a timeline of dates for Detailed Options Appraisal. KF requested that members who wish to engage in this stage of the appraisal should contact KF at keith.fisken@sestran.gov.uk or Paul Davison paul.davison@aecom.com. A discussion followed and JB offered to share information with AECOM in relation to Urban Rail Ports. KC also mentioned that Falkirk have recruited a consultant for Case for Change for transport. This project links with the Greenport in which freight will form a large part. KC expressed that early engagement with SEStran is important as SEStran will be a major stakeholder in this project. KF/PD will follow up with KC.	**ALL** **JB** **KF/PD**
4.	**How do we transition to alternative fuels**	
	JB conducted her presentation. JB outlined Hydrotrux's company purpose and highlighted that its main goal is to support the decarbonisation of heavy goods vehicles. A discussion followed and JB explained that she has been in touch with individual Scottish haulage companies regarding conversion. Cllr Davidson offered to provide JB with more contacts within the haulage association. Cllr Davidson also suggested that JB come back to this Forum in a year and provide an update of the progress with haulage industry. IB asked if there was a possible rail application – JB confirmed that there is although JB stated the process for converting diesel engines is very expensive. JB also highlighted that hydrogen	**Cllr Davidson**

	storage has been an issue but she is currently looking into solutions. Cllr Davidson also offered to send an invitation to JB to visit the wind power facility at Crail.	**Cllr Davidson**	
5.	**Freight Quality Partnership Discussion**		
	KF stressed that there is an opportunity to set goals and targets within this Forum. KF encouraged Forum members to bring ideas to help develop future projects. Cllr Davidson mentioned that future L&F Forum meetings could be take place face to face and also suggested visiting project sites. KF said he will send out a questionnaire to all Forum members to determine what projects Forum members would like to be involved in. DP suggested Rosyth as a topic and in particular Network Rail's responsibility to restore the branch line to use. KF will contact DP to discuss this idea. Cllr Davidson also suggested a site visit to Leith Docks. This will be discussed further at the next L&F Forum meeting.	**ALL** **KF** **KF**	
6.	**Date of next meeting**		
	The proposed date of the next meeting is Tuesday 30th May 2024 at 2pm.		