

SESTRAN PARTNERSHIP BOARD MEETING

**Dean of Guild Courtroom, City Chambers, Edinburgh, EH1 1YJ
Or via Microsoft Teams
10:00am Friday 21st June 2024**

**09:30 TEA/COFFEE
10:00 PARTNERSHIP BOARD
11:30 BREAK
11:45 PARTNERSHIP BOARD
13:00 LUNCH**

AGENDA

Page No's

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

AGENDA A – POINTS FOR DECISION

- A1. MINUTES**
For Approval
(a) Partnership Board – Friday 15th March 2024
(b) Special Partnership Board – 30th April 2024
(c) Succession Planning Committee – 7th May 2024
(d) Performance and Audit Committee – 7th June 2024
- A2. FINANCE REPORTS - Reports by Richard Lloyd-Bithell/Iain Shaw**
(a) Unaudited Annual Accounts 2023/24 & Treasury Management Report 2023/24
(b) Reserves Policy Review 2024
- A3. INTERNAL AUDIT 2023-2024 – Report by Dheeraj Shekhar**
- A4. PARTNERSHIP UPDATE – by Keith Fiskén**
- A5. CONTRACT STANDING ORDERS – Report by Michael Melton**
- A6. ANNUAL REPORT & BUSINESS PLAN – Report by Keith Fiskén**
- A7. BUS STRATEGY UPDATE – Report by Rachael Murphy**
- A8. DATE OF NEXT MEETING:**

The date of the next meeting is **10:00am on Friday 27th September 2024**

AGENDA B – POINTS FOR NOTING

- B1. PROJECTS AND STRATEGY PERFORMANCE** – Report by Michael Melton
- B2. RISK MANAGEMENT REPORT** – Report by Angela Chambers
- B3. PEOPLE & PLACE GRANT AWARDS** – Report by Michael Melton

- B4. MINUTES**
 - B4.1 Integrated Mobility Forum – 25th April 2024
 - B4.2 Chief Officers’ Liaison Group Meeting – 22nd May 2024
 - B4.3 Logistics and Freight Forum – 30th May 2024

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14 June 2024

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

Partnership Board Agenda Briefing Note - Friday 21st June 2024

Item	Paper	Board Action
A2	<p><u>Finance Reports</u></p> <p><u>(a) Unaudited Annual Accounts 2023/24 & Treasury Management Report</u></p> <p>This report presents the unaudited Annual Accounts for the year ended 31st March 2024 & also the annual Treasury Management report for 2023/24.</p> <p>Key Highlights:</p> <ul style="list-style-type: none"> • The unaudited underspend is £249,000 • The Projects budget incurred expenditure slippage of £168,000 • The Partnership has agreed a Reserves Policy and established an unallocated reserve of £49,000 • the Partnership will be asked to approve carry forward of £81,000 on the Core budget underspend. This will increase the unallocated reserve to £130,000 • Slippage of £168,000 on project delivery in 2023/24 will be managed by establishment of an earmarked balance in 2024/25 <p>It is recommended that the Partnership notes:</p> <ul style="list-style-type: none"> • the unaudited Annual Accounts for 2023/24 • the annual Treasury Management report for 2023/24 • the audited Annual Accounts, incorporating the Auditor's report are anticipated to be presented to the Performance and Audit Committee and Partnership Board in Nov 2024 <p><u>(b) Reserves Policy Review 2024</u></p> <p>At the Performance and Audit Committee meeting of 7th June 2024, it was recommended that the Partnership's Reserves Policy be reviewed and presented to the Partnership meeting of 21st June 2024.</p> <p>The Report Outlines the following</p> <ul style="list-style-type: none"> • the statutory parameters and professional guidance underpinning the Reserves Policy 	<p style="text-align: center;"><u>Approval</u></p>

	<ul style="list-style-type: none"> • the reserves held by the Partnership • the governance proposals for managing the reserves and • the arrangements for review of the Reserves Policy <p>It is recommended that the Partnership approves continuation of the Reserves Policy, as detailed at Appendix 1.</p>	<u>Approval</u>
<u>A3</u>	<p><u>Internal Audit 2023-2024</u></p> <p>The purpose of this paper is to provide an update on the outcomes of the 2023/24 SEStran IA review of the Financial Sustainability, progress with the completion of management actions agreed as part of 2022/23 audit, and to request the Board’s recommendations on potential areas for inclusion in the planned 2024/25 audit.</p> <p>The overall assessment of the review was ‘Reasonable Assurance’ (amber) and confirmed that while there are some moderate weaknesses in the financial management policies and procedures, design and operating effectiveness of controls provide reasonable assurance that SEStran’s financial sustainability objectives will be achieved. Areas for review are included in the report.</p> <p>The Board is requested to:</p> <ul style="list-style-type: none"> • note the progress with completion of management actions, agreed as part of 22/23 audit report • note outcomes of the 2023/24 IA review of Financial Sustainability, and the associated risks, and • provide insights or recommendations on key risks or areas of concern that the Board would like IA to consider including in the 2024/25 IA review 	<u>For Noting</u>
<u>A4</u>	<p><u>Partnership Update</u></p> <p>Cllr Russell Imrie (Deputy Chair) who is chairing the meeting will provide an update to the Board on membership.</p> <p>Keith Fiskén Snr Partnership Manager will provide an update to the Board to highlight key activity:</p> <ul style="list-style-type: none"> ▪ Staff appointments, welcome Rebecca Smith & Sandra Lavergne ▪ People and Place Program – progress to date ▪ Bus strategy – to be presented at this meeting, item A7 ▪ Levenmouth opening and Newburgh appraisal ▪ MaaS development ▪ Regional Transport Delivery Plan ▪ EV charging work on a regional approach 	

	<ul style="list-style-type: none"> ▪ Future funding opportunities <p>Board discussion is welcome.</p>	<u>For Noting</u>
<u>A5</u>	<p><u>Contract Standing Orders</u></p> <p>The purpose of the report is to seek approval of the revised Contract Standing Orders as attached to this report. The revised Contract Standing Orders have been drafted by SEStran’s solicitors in line with relevant legislation and guidance, sector best practice, and the specific requirements of SEStran.</p> <p>The Board should satisfy itself that the correct controls are in place to around the Partnership’s procurement activities, including if they have adequate assurance around the levels of delegation proposed, including the revised limits for procurement beyond those set out in legislation.</p> <p>It is recommended that the Partnership Board:</p> <ol style="list-style-type: none"> a) Approve the revised Contract Standing Orders as attached at Appendix 1 b) Delegate to officers any final minor amendments to the text of the revised Contract Standing Orders 	<u>Approval</u>
<u>A6</u>	<p><u>Annual Report & Business Plan</u></p> <p>The purpose of this report is to update the Partnership Board on the draft Annual Report which outlines the activity undertaken by the partnership in the year to end March 2024 and the Business Plan for the year April 2024 to March 2025.</p> <p>The Business Plan has been reviewed by the P&A Committee at the June 7th meeting.</p> <p>Board to approve the new approach to combine the 2 documents for publication.</p> <p>Note the Partnership accounts will be published separately towards the end of the year.</p> <p>Feedback on the annual report content is welcomed by mid-August 2024.</p>	<u>Approval</u>

A7

Bus Strategy Update

The purpose of this report is to inform the Board of the key findings of the Case for Change which would lead to the creation of a SEStran Regional Bus Strategy.

At the June 2023 SEStran Partnership Board, the board agreed with the recommendations of the Item A5(d) Towards a World Class Bus Service, which included the action to begin progress on a bus strategy for the region.

The Board will be participating in a review of the work to date and the emerging findings with the opportunity to feedback and contribute to the work.

The Board is asked to approve continuation of the work to progress the next stages on strategy and option development.

Approval