

SEStran Partnership Board Minutes

10.00am, Friday 15 March 2024

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

<u>Present</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Colin Davidson (Chair)	Fife Council
	Cllr Scott Arthur	City of Edinburgh Council
	Cllr Jule Bandel	City of Edinburgh Council
	Cllr Sanne Dijkstra Downie	City of Edinburgh Council
	Cllr John McMillan	East Lothian Council
	Cllr Derek Glen	Fife Council
	Cllr Robin Lawson	Fife Council
	Cllr Colin Cassidy	Midlothian Council
	Cllr Russell Imrie	Midlothian Council
	Cllr Jenny Linehan	Scottish Borders Council
	Cllr Sally Pattle	West Lothian Council
	Linda Bamford	Non-Councillor Member
	Alistair Couper	Non-Councillor Member
	Geoff Duke	Non-Councillor Member
	John Scott	Non-Councillor Member
	Kate Sherry	Non-Councillor Member
	Paul White	Non-Councillor Member

In Attendance

Christopher Gardner	Audit Scotland
Lucy Telling	Audit Scotland
Andrew Henderson (Clerk)	City of Edinburgh Council
Daisy Narayanan	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council
Christopher Cox	Falkirk Council
Matthew Roberts	Fife Council
Anna Herriman	Midlothian Council
Sharon Dickson	Scottish Government

Brian Butler	SEStran
Angela Chambers	SEStran
Cameron Duck	SEStran
Cheryl Fergie	SEStran
Andrew Ferguson	SEStran
Keith Fiskin	SEStran
Michael Melton	SEStran
Rachael Murphy	SEStran

Apologies for Absence

Cllr Margaret Anslow	Falkirk Council
Cllr Danny Aston	City of Edinburgh Council
Cllr Ruaridh Bennett	East Lothian Council
Cllr Jane Cox	Scottish Borders Council
Callum Hay	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member
Doreen Steele	Non-Councillor Member

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 1 December 2023 as a correct record.
- 2) To note the draft minute of the SEStran Performance and Audit Committee of 1 March 2024.

A2a. Revenue Budget 2024/25 and Indicative Financial Plan 2025/26

This revenue budget for 2024/25 was presented for approval and an indicative financial plan for 2025/26 was submitted for noting. It was highlighted that the proposed revenue budget for 2024/25 was reviewed by the Performance and Audit Committee at its meeting on 1st March 2024.

Decision

- 1) To approve the proposed Core budget for 2024/25 of £901,000, as detailed at Appendix 1;
- 2) To approve the proposed Projects budget for 2024/25, as detailed at Appendix 2; and

- 3) To note that financial planning for 2025/26 will be developed throughout 2024 for review by the Partnership in December 2024

(Reference – report by the Treasurer, submitted.)

A2b. Indicative Financial Plan 2024/25 and 2025/26

The Treasury Management Strategy for 2024/25 was presented to the board for approval.

Decision

- 1) To approve the Annual Treasury Management Strategy as detailed in Appendix 1.

(Reference – report by the Treasurer, submitted.)

A2c. Finance Officer's Report

The third update on the financial performance of the Partnership's Core and Projects budgets for 2023/24 was presented, in accordance with the Financial Regulations of the Partnership. The report presented an analysis of financial performance to the end of January 2024. 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 £68,000; and
- 2) To note the forecast underspend on the Projects budget of £82,000.

(Reference – report by the Treasurer, submitted.)

A3. Partnership Directors Report

The Partnership Director provided an update on SEStran activities, including updates from Performance and Audit Committee held on 1st March 2024, funding, the progress in relation to key strategies including the Regional Bus Strategy, the Regional Electric Vehicle Charging Infrastructure Strategy and Travel to Healthcare. Reference was also made to the Scottish Government Climate Change Commitment

Decision

To note the Partnership Director's Update.

(Reference – Presentation by Partnership Director)

A4. Grant Standing Orders

The report presented the Partnership Board with the new Grant Standing Orders to be incorporated into SEStran's governance arrangements.

Decision

- 1) To approve the Grant Standing Orders as presented at Appendix 1; and
- 2) To approve subsequent changes to SEStran's Governance Scheme committee remit sections for the Board and Performance and Audit Committee to state their roles in the approval of grants in line with the Grant Standing Orders.

(Reference – report by the Programme Manager, submitted.)

A5. People and Place Plan

An outline of the People and Place Plan, including work carried out to date, future plans, and the management of grant funds in 2024/25 was presented. Approval was also sought for the grant eligibility criteria and assessment process for the accompanying grant fund.

Decision

- 1) To note the content of the report, the People and Place Plan at Appendix 1 and the revised programme budgets in Appendix 2; and
- 2) To approve the eligibility criteria and assessment process for the £2,318,561 People and Place Grant Fund at Appendix 3 in line with the Grant Standing Orders, and delegate authority to the Partnership Director to vary the total value of the People and Place Grant Fund by up to 10% in line with the 24/25 budget and the total People and Place Plan budget.

(Reference – report by the Programme Manager, submitted.)

A6. GoSEStran Future Approach

At its meeting of 1st December, the Board received a report on GoSEStran, updating on progress of the pilot project to trial Mobility as a Service and Digital Demand Responsive Transport.

The Board agreed to note the progress made since the last meeting, to agree to receive updates on the project as appropriate and to agree to SEStran participating in a procurement exercise in partnership with Tactran and other Integrated Mobility Partnership 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.

The DDRT trial which formed part of the overall pilot, comprising an on-demand bus between Humbie and Haddington, is to continue after March with East Lothian Council's support, but without the digital app and therefore no longer forms part of SEStran's project.

An update on recent progress with funding discussions for the MaaS part of the project was presented and the Board was asked to approve a six month extension of the GoSEStran project, taking into account the risks and opportunities involved in doing so.

Decision

- 1) To note the risks and opportunities for SEStran in relation to the continuation of the GoSEStran MaaS project;
- 2) To agree to SEStran continuing to participate 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; and
- 3) To note that a report detailing the outcome of the funding bids and, if appropriate, the procurement exercise, will be put to the September Board. Progress against the

following key success criteria will be reported to the Partnership Board in September. If any of the criteria have not been met, then officers will recommend that SEStran withdraws from the MaaS pilot.:

- A) Long term funding committed (at least 3 years)
- B) Successfully concluded procurement exercise to confirm future partners
- C) Service Level Agreement in place with Tactran and other IMPs partners to confirm responsibilities, including project management.

(Reference – report by the Projects Officer, submitted.)

A7. Develop to Deliver

The report informed the Board of a policy document prepared by Scotland's seven Regional Transport Partnerships on the opportunities to maximise the role of the partnerships in delivering strategic transport improvements, working with others.

The document will be used as the basis for discussions with Transport Scotland, CoSLA, and the Society of Chief Officers of Transportation in Scotland with the aim of devolving some roles and responsibilities from Transport Scotland to the RTPs.

The report was shared with, and noted by, the Performance and Audit Committee at their meeting on 1st March 2024.

Decision

- 1) To approve the "Develop to Deliver – 2023 Refresh" document; and
- 2) To note that the report will then be shared with CoSLA, SCOTS and Transport Scotland and used as the basis for discussions about devolving some roles and responsibilities from Transport Scotland to the RTPs, in line with the principles enshrined in the Verity House agreement.

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

A8. Date of Next Meeting

Decision

To note the date of the next meeting was scheduled for 10:00am on Friday 21st of June 2024.

B1. External Audit - Annual Audit Plan 2023/24

The External Auditor's Annual Audit Plan for 2023/24 was presented. The Annual Audit Plan 2023/24 was reviewed by the Performance and Audit Committee at its meeting on 1st March 2024.

Decision

To note the External Audit Plan.

(Reference – report by the Treasurer, submitted.)

B2. Projects and Strategy Performance Report

The Partnership Board were updated on the performance of the Partnership's strategy and project workstreams over the last quarter.

At its December Board meeting, the board agreed that project performance and progress against targets would, in future, be scrutinised by the Committee with any comments and concerns being highlighted to the next Partnership Board as required.

The Performance & Audit Committee reviewed the report and supporting appendix at its meeting on the 1st of March 2024.

Decision

To note progress recorded in the past quarter, summarised in the attached Appendix.

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

B3. Minutes

B3.1 Minutes - Remote Chief Officer Liaison Group Meeting Wednesday 14th February 2024

Decision

To note the minutes of the Remote Chief Officer Liaison Group Meeting, Wednesday 14th February 2024.