

PROJECTS AND STRATEGY PERFORMANCE REPORT

1 INTRODUCTION

- 1.1 This report and its appendix are as presented to the Performance and Audit Committee on 7th June and update the Board on the performance of the Partnership's strategy and project workstreams over the last quarter.

2 NEW MONITORING AND REPORTING STRUCTURE

- 2.1 This report is presented in an updated format from previous iterations. It presents a clear and concise summary of each project currently underway, with a specific focus on budget, programme and risk.
- 2.2 The cover page to the appendix provides this high-level summary for each project, with following pages providing further detail on each project to allow for additional scrutiny where the Performance and Audit Committee feels this would be appropriate. Information provided on budget is currently high level, with more detail (including actual budgets per project and current variances to these) planned to be provided to next Performance and Audit Committee meeting and subsequent Partnership Board.
- 2.3 Also presented is a risk register and an issue log for all projects, so that these can be seen overall rather than by project.
- 2.4 The People and Place Plan has been integrated into this report but, given its scale, is it presented with its own risk register and budget. For reporting purposes, the Plan has been broken down into three areas according to who will be spending the funding – Local Authorities, third parties, and SEStran.
- 2.5 Over the next quarter, work will continue to refine this new report structure, and feedback from the Performance and Audit Committee will be incorporated as this progresses.

3. KEY ISSUES AND FUNDING

- 3.1 Overall, all projects are currently running to plan and budget. One project (the Strategic Network) has a minor delay due to delays to funding, which will result in an estimated 4 week delay to the programme.
- 3.2 There are a range of risks across the projects, but following mitigation in place there are no high risks remaining. One key theme within the project risks is around stakeholder engagement in projects, which is planned to be discussed further as part of internal project management meetings to identify any further actions that may be needed in this area.

- 3.3 There are currently 2 issues noted. One surrounds data from Lothian Buses feeding into the RTPI system which has been ongoing since 23/24, with a resolution expected in Q2. Within the past quarter, an issue has arisen around a funding application for Transport to Healthcare work, the outcome of which has been delayed due to purdah, and the impact of this on the potential programme is currently unknown.
- 3.4 People and Place is currently running to programme and budget. We expect to have a clear quarterly spend profile for all projects funded by mid-June, and from there it will be possible to track progress quarter by quarter. There are also no high risks on People and Place and no issues are currently being managed. There are however 5 medium risks that are being actively managed with the mitigations noted.
- 3.5 Some key progress over the quarter has included funding a joint funding application for and ACCESS to Goods project, the draft case of change for the Bus Strategy has been produced, regional agreement to progress and commit budget to a joint approach to EV public charging infrastructure, and procurement options for VoyagAR and GoSEStran have been progressed jointly with Tactran.

4 RECOMMENDATIONS

- 4.1 The Board is asked to note progress recorded in the past quarter, summarised in the attached Appendix, as discussed and noted by the Performance and Audit Committee on 7th June.

Michael Melton
Programme Manager
 21st June 2024

Appendix: SEStran Projects & Strategy Tracker – June 2024

Policy Implications	Outlined project work contributes to the objectives identified within the SEStran Regional Transport Strategy.
Financial Implications	All project work is delivered 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 the creation of, or support for more sustainable transport options.

Project Summary

Project	Budget	Programme Status	Programme				Risks		Issues		
	Finance Status		No of on track milestones	No of completed milestones	No of Delayed Milestones	No of late milestones	No of Medium Risks	No of High Risks	No of Medium Issues	No of High Issues	No of Critical Issues
Thistle Assistance	On Budget	n/a	0	0	0	0	0	0	0	0	0
VoyagAR	n/a	On Target	2	0	0	0	1	0	0	0	0
Real Time Passenger Information	On Budget	On Target	1	0	0	0	2	0	1	0	0
GoSEStran	On Budget	On Target	2	0	0	0	2	0	0	0	0
Strategic Network	On Budget	Minor Delay	1	0	2	0	1	0	0	0	0
EV Delivery	On Budget	On Target	3	0	1	0	2	0	0	0	0
Regional Bus Strategy	On Budget	On Target	3	1	0	0	3	0	0	0	0
Transport to Healthcare	n/a	On Target	1	1	0	0	2	0	1	0	0
Regional Freight Strategy	n/a	On Target	0	1	0	1	2	0	0	0	0
RTS Delivery Plan	n/a	On Target	6	1	0	0	2	0	0	0	0
Rail Strategy	On Budget	n/a	0	0	0	0	1	0	0	0	0
Total			19	4	3	1	18	0	2	0	0
People and Place Plan:							5	0	0	0	0
Local Authority Projects	On Budget	On Target	4	2	0	0					
Non-Local Authority Projects	On Budget	On Target	4	2	0	0					
SEStran Projects	On Budget	On Target	7	1	1	0					
Total			15	5	1	0	5	0	0	0	0

Project Risk Register

Risk Number	Project	Risk Detail	Gross Probability	Gross Impact	Gross Risk Score	Planned Response/Mitigation	Net Probability	Net Impact	Net Risk Score	Actions (inc who and date due)	Completed Actions	Status	Date Raised	Last Updated	Owner
PR001	Thistle Assistance	Use of the app leads to an accident due to lack of training or awareness from transport operators	Unlikely	Major	Medium Risk	Good communication material made available and training provided for operators	Remote	Moderate	Low Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR002	Thistle Assistance	Issue with app software prevents users from accessing the app	Unlikely	Moderate	Low Risk	Working closely with the software developers to ensure that the app is up to date and in compliance with apple store / Google	Remote	Moderate	Low Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR003	Thistle Assistance	Data breach for personal data collected as part of card process	Unlikely	Major	Medium Risk	SEStran GDPR policy to be followed at all times and data deleted at regular intervals in line with this, with no personal data retained	Remote	Major	Low Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR004	VoyagAR	Supplier cannot be found to take over development and launch the app	Possible	Major	Medium Risk	Procurement combined with GoSEStran to increase attractiveness, discussions held with potential suppliers to gauge interest	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05	Met with Tactran 05/24 to agree procurement approach	In Progress	01/04/2024	29/05/2024	KF
PR005	Real Time Passenger Information	Operator data is inaccurate or drops out, resulting in poor user impression/loss of faith in data accuracy/damage to SEStran reputation	Probable	Major	High Risk	Regular meetings with transport operators to ensure data accuracy	Possible	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR006	Real Time Passenger Information	System failure and/or data feed disruption resulting in system becoming unavailable	Possible	Major	Medium Risk	Regular meetings with tech supplier to ensure updates are being made and contingency plans are in place	Possible	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR007	Real Time Passenger Information	At contract end, framework contract negotiation fails and/or results in increase in costs impacting ability to delivery additional screens	Possible	Moderate	Medium Risk	Seek negotiation of contract when required working with LA partners and suppliers to come to agreement	Unlikely	Minor	Low Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR008	GoSEStran	Lack of funding to continue with the app past September	Probable	Major	High Risk	Continue to seek other funding sources in collaboration with Tactran. Ongoing dialogue with TS around future plans for MaaS and outcome of pilot evaluation	Possible	Major	Medium Risk	Put in place outline comms plan in case funding cannot be secured and app has to close - CD/RS by 30/06	Some additional funding secured from TS and SCSP fund - 01/04	In Progress	01/04/2024	29/05/2024	RS
PR009	GoSEStran	Uncertainty over responsibilities and workload between SEStran and Tactran either leading to duplication or effort or tasks being missed	Possible	Moderate	Medium Risk	Regular dialogue with Tactran on joint working at all levels. SLA being developed with Tactran to clearly identify responsibilities.	Unlikely	Moderate	Low Risk				01/04/2024	29/05/2024	RS

Risk Number	Project	Risk Detail	Gross Probability	Gross Impact	Gross Risk Score	Planned Response/Mitigation	Net Probability	Net Impact	Net Risk Score	Actions (inc who and date due	Completed Actions	Status	Date Raised	Last Updated	Owner
PR010	GoSEStran	Delays to procurement mean a new supplier cannot be in place until after September when the current contract expires, leaving a gap in provision	Possible	Major	Medium Risk	Ongoing discussion with Tactran to identify optimal procurement route	Possible	Major	Medium Risk	Put in place outline comms plan in case funding cannot be secured and app has to close - CD/RS by 30/06	Joint procurement workshop held with Tactran and P&K Council Discussions held with Innovate UK on potential for procurement support		01/04/2024	29/05/2024	RS
PR011	GoSEStran	Challenge to extension of current contract by 6 months by other potential tenderers	Possible	Major	Medium Risk	Take legal advise. Explain to potential suppliers need for extension to current contract to allow funding discussions to conclude. Issue a VEAT notice and advise potential tenders of forthcoming procurement.	Remote	Major	Low Risk	As per planned response/mitigations 29/05	Communication sent to all potential tenderers about extension and future plans - 28/03 VEAT notice published - 28/03	In Progress	01/04/2024	29/05/2024	AF
PR012	Strategic Network	Lack of funding to proceed with work leads to project being paused/cancelled	Probable	Major	High Risk	Seek alternate funding for Falkirk routes elements to ensure these can progress. Deliver mapping work as part of PPP. Continue to seek funding to conclude review of network	Possible	Moderate	Medium Risk	As per planned response/mitigations 29/05	Include mapping work in PPP support tender - 30/04 Funding agreed with Falkirk Council to complete Falkirk route design - 28/05	In Progress	01/04/2024	29/05/2024	MM
PR013	Strategic Network	Lack of data availability makes mapping element longer than expected and/or incomplete	Probable	Moderate	Medium Risk	Ensure early engagement with each LA to access any available mapping data. Seek other partners who may have relevant data	Possible	Minor	Low Risk	As per planned response/mitigations 29/05	Met with Scottish Ramblers re their walking mapping work and potential to work together - 23/05	In Progress	01/04/2024	29/05/2024	BHJ
PR014	EV Delivery	failure to secure funding commitments from local authorities to fund a collaborative exercise	Possible	Major	Medium Risk	Gain understanding of approval processes required by each LA and support getting delegated approval in place as required. Develop clear and costed project scope to support funding decisions	Unlikely	Major	Medium Risk	Finalise procurement of Project Manager to complete the Project Initiation Document	Drafted standard Committee paper that each LA can use to seek relevant approvals Met with senior officer in each LA to discuss plans and seek initial £5k of funding Met with TS to understand level	In Progress	01/04/2024	29/05/2024	MM
PR015	EV Delivery	Compressed timescale required to reach contract start date is very tight, and leads to either low quality of work and/or missed deadlines	Probable	Major	High Risk	Seek early procurement of specialist support to drive forward project	Possible	Major	Medium Risk	Finalise procurement of consultant support with regional agreement - 07/06	Met with CEC to secure agreement to extend scope of their existing commission to cover regional work	In Progress	01/04/2024	29/05/2024	MM
PR016	Regional Bus Strategy	Work produced by the consultant is of low quality and/or delivered behind programme	Possible	Major	Medium Risk	Weekly meetings with consultants to check on progress and work produced to date, staggered payment schedule for invoicing	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	RM
PR017	Regional Bus Strategy	Lack of buy in from stakeholders	Possible	Major	Medium Risk	Regular updates to SEStran Board, website page on bus strategy updated regularly	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05	Website page created: https://sestran.gov.uk/projects/regional-bus-strategy/	In Progress	01/04/2024	29/05/2024	RM

Risk Number	Project	Risk Detail	Gross Probability	Gross Impact	Gross Risk Score	Planned Response/Mitigation	Net Probability	Net Impact	Net Risk Score	Actions (inc who and date due)	Completed Actions	Status	Date Raised	Last Updated	Owner
PR018	Regional Bus Strategy	Lack of investment at a national level for delivery of outputs of strategy	Probable	Major	High Risk	Continue to support the case for bus investment at relevant meetings with TS	Possible	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	RM
PR019	Transport to Healthcare	Lack of buy in from stakeholders	Possible	Major	Medium Risk	Regular meetings and ongoing opportunities to collaborate	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	RM
PR020	Transport to Healthcare	Lack of strategic direction from Scottish Government	Possible	Major	Medium Risk	Active engagement with policy leads at Scot Gov	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	RM
PR021	Regional Freight Strategy	Lack of buy in from stakeholders	Possible	Major	Medium Risk	Run quarterly Regional Freight & Logistics forum meetings	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR022	Regional Freight Strategy	Lack of capacity in the public sector to further develop and deliver on freight strategy	Possible	Major	Medium Risk	Look to provide training and support as needed	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR023	RTS Delivery Plan	Lack of engagement from stakeholders	Possible	Major	Medium Risk	Regular meetings and opportunities to collaborate	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	RM
PR024	RTS Delivery Plan	Low data input from partners	Possible	Major	Medium Risk	Seek to minimise requests as much as possible, when making requests give long lead in times	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	RM
PR025	Rail Strategy	Lack of investment at a national level for delivery of outputs of strategy	Probable	Major	High Risk	Continue to support the case for rail investment at relevant meetings with TS	Possible	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF

Project Issues Log

Issue Ref	Project	Description	Severity	Next Steps (date and who)	Lessons Learnt	Status	Date Raised	Last Updated	Owner
PI001	Real Time Passenger Information	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.	Medium	A solution is in place and the target is for real time data will roll out from their fleet from end June 2024. For the regional screen network only, scheduled data will be displayed. The screens will be updated with a message to this effect. KF having regular meetings to discuss and update.	tbc	In Progress	11/12/2023	29/05/2024	KF
PI002	Transport to Healthcare	Outcome of UK Government funding bid will be delayed until after the election due to the purdah period	Medium	RF working with partners to understand impact of any delays on potential programmes. As this become known further updates will be made to this issue.	tbc	New	22/05/2024	29/05/2024	KF

Project Title	Thistle Assistance				
Budget Code	92077				
Responsible Officer	Cameron Duck				
Manager	Keith Fisker				
RTS Objectives	1, 3, 4				
Last Updated	30/05/2024				
RTS Actions					
Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network					
Project Summary					
The Thistle Assistance Programme provides helps to those that have difficulty in using and accessing public transport. SEStran aim to provide a national approach. The programme increases awareness of challenges faced by vulnerable transport users and reduces the cost for transport operators.					
Q1 Progress					
Research brief has been drafted and will be reviewed by KF. Understanding of next steps and how the research will inform the development of the Thistle Assistance Comms Plan.					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:	On Budget				
Programme Status:	n/a				
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
n/a					30/05/2024

Project Title	VoyagAR				
Budget Code	92078				
Responsible Officer	Keith Fisken/Andrew Ferguson				
Manager	Keith Fisken				
RTS Objectives	1,3 & 4				
Last Updated	30/05/2024				
RTS Actions					
<ul style="list-style-type: none"> • Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network 					
Project Summary					
<p>The VoyagAR system provides users with an accessible option within the public transportation ecosystem. Aimed at the traveller within this scenario, who is likely to be a vulnerable individual, the mobile application allows its user to navigate along a pre-defined journey (defined by their carer(s) using the carer app via the web) or create their journey from starting point to an end destination using in-app navigation prompts which update in real-time based upon the users' location and device GPS data.</p>					
Q1 Progress					
<p>SEStran has received all of the core coding from the outgoing developer Sentireal To secure a new partner to manage further development the VoyagAR procurement will be included in the wider MaaS procurement programme. The procurement is being run in partnership with Tactran, with the work underway</p>					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:					
n/a					
Programme Status:					
On Target					
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Procurement of supplier complete	30/09/2024			On Track	30/05/2024
Go live date for app	31/01/2025			On Track	30/05/2024

Project Title	Real Time Passenger Information				
Budget Code	92017 & 92019				
Responsible Officer	Rebecca Smith				
Manager	Keith Fisken				
RTS Objectives	1, 3, 4				
Last Updated	30/05/2024				
RTS Actions					
<ul style="list-style-type: none"> •Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network •Introduce Real Time Passenger Information for public transport services through mobile applications, stations and stops and across all parts of the region 					
Project Summary					
The provision of real-time information contributes to tackling declining bus patronage in the SEStran region, helps makes public transport more accessible and reliable and increases confidence in public transport.					
Q1 Progress					
LA project group continues to meet weekly Lothian bus feed solution has been developed by the Lothian bus team and is being tested for integration into the SEStran system. End of June 2024 is proposed 'go live' date					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:	On Budget				
Programme Status:	On Target				
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Complete review of screen network	30/09/2024			On Track	30/05/2024

Project Title	GoSEStran				
Budget Code	92086				
Responsible Officer	Rebecca Smith				
Manager	Michael Melton				
RTS Objectives	1, 3, 4				
Last Updated	30/05/2024				
RTS Actions					
<ul style="list-style-type: none"> • Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network • Deliver a regional MaaS pilot scheme to establish the long-term viability of MaaS in the region 					
Project Summary					
<p>The GoSEStran MaaS app is a digital tool which promotes and enables sustainable travel as well as helping improve the viability of shared multi-modal transport opportunities. This project will support the continued running of the app under its current contract until September. Any continuation of this project post September is subject to Board approval, and in turn completing procurement exercise and securing funding for the continuation.</p>					
Q1 Progress					
<p>The current contract has been extended by 6 months as per the board decision. Discussions have been ongoing with Tactran to agree future roles, and Tactran have taken a lead on procurement. Discussions have been held with Perth and Kinross Council and Innovate UK to identify the best procurement route.</p>					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:		On Budget			
Programme Status:		On Target			
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Report to Board on next steps	27/09/2024			On Track	30/05/2024
New supplier in place	30/09/2024			On Track	30/05/2024

Project Title	Strategic Network				
Budget Code	92076				
Responsible Officer	Beth Harley-Jepson				
Manager	Michael Melton				
RTS Objectives	1, 2, 4				
Last Updated	30/05/2024				
RTS Actions					
<ul style="list-style-type: none"> • Progress the delivery of the SEStran Strategic Network and broader cross boundary networks with partners. Develop further phases of this network to ensure a long-term pipeline of investment • Deliver road safety measures that enable people to safely use active travel within the region 					
Project Summary					
<p>This project is in 2 parts:</p> <p>Complete the design of the Falkirk to Polmont and Falkirk to Larbert to the point of being 'construction ready'. This 6 month piece of work will conclude the design work begun in previous years on behalf of Falkirk council for 2 routes that form elements of the SEStran Strategic Network.</p> <p>Carry out a review of the current network and its fit with changing local authority plans, with the aim of a robust regional document that support local authorities in securing funding for elements of the network that align with their priorities.</p>					
Q1 Progress					
<p>Falkirk routes: Funding bid to Sustrans was placed on hold due to lack of funding, alternate funding offered by Falkirk Council via their TS grant, consultant brief completed and quote received, project to start early June (approx. 4 week delay).</p> <p>Network review: Baseline mapping work included in tender for PPP development support, to begin in early June on schedule</p>					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:					
On Budget					
Programme Status:					
Minor Delay					
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Feedback on current design complete	30/06/2024	45485		Delayed	30/05/2024
Completion of design work	30/09/2024	31/10/2024		Delayed	30/05/2024
Completion of baseline mapping (via PPP)	30/11/2024			On Track	30/05/2024

Project Title	EV Delivery				
Budget Code	92088				
Responsible Officer	Michael Melton/Rebecca Smith				
Manager	Brian Butler				
RTS Objectives	1, 4				
Last Updated	30/05/2024				
RTS Actions					
<ul style="list-style-type: none"> •Engage with Scottish Government for effective national strategy/guidance/specifications on fleet decarbonisation and rollout of appropriate and future-proofed supporting infrastructure. This should include legislation to manage on street charging provision and the provision of chargers in new developments. •Work with the private sector and partners to develop a regional electric vehicle (and e-bike) investment and charging strategy, with associated technical guidance, including a spatial strategy across the area for long journey, rapid-charging facilities and for local area hub/community charging 					
Project Summary					
<p>This project seeks to support the development of common procurement documentation for public EV charging infrastructure in the SEStran and SWESTran regions. It will also recommend procurement approaches to be taken forward, whether this be a single regional procurement or several different procurement waves across the region with common tender documents. The overall project aim is to pool resource to create efficiencies for all LAs, and to secure a increased competition and better value in the final tender by presented a bigger market for suppliers.</p>					
Q1 Progress					
<p>Agreement gained from all LAs (plus Dumfries and Galloway) to jointly develop public EV charging procurement documents. Formal governance structure put in place to oversee the project. Worked with TS to identify grant available to each LA to understand available budget. Ongoing discussion with CEC and a consultant with the aim of having a PM and project delivery support in place from early June.</p>					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:					
On Budget					
Programme Status:					
On Target					
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Form governance structure	30/04/2024		30/04/2024	Complete	
Procure PM & consultant support	31/05/2024	07/06/2024		Delayed	
Procurement docs complete	30/09/2024			On Track	
Procurement begins (scope tbc)	31/10/2024			On Track	
Tender awarded (scope tbc)	30/05/2025			On Track	

Project Title	Regional Bus Strategy				
Budget Code	92087				
Responsible Officer	Rachael Murphy				
Manager	Keith Fisken				
RTS Objectives	1,3,4				
Last Updated	23/05/2024				
RTS Actions					
<ul style="list-style-type: none"> •Undertake a Regional Bus Connectivity study for non-Edinburgh travel to identify settlement pairs where travel demand is high and bus services are poor, as a means to promoting new routes and connectivity (in partnership with other policies) •Undertake a Regional Bus Priority study which will identify regional, cross-boundary, quality bus corridors and key bus priority interventions to reduce bus journey times and improve bus journey time reliability where Edinburgh is likely to be a focus •Deliver the bus priority interventions funded by Transport Scotland’s Bus Partnership Fund and subsequently identified by the Regional Bus Priority study •Review the bus powers detailed in the Transport (Scotland) Act 2019 and identify if they could be implemented across all or parts of the region within an integrated strategy to enhance the bus network 					
Project Summary					
The RTS sees the bus network at the heart of the region’s public transport system, building alongside the National Transport Strategy (NTS2). Almost half (47%) of residents across the South East of Scotland used a bus service at least once a month in 2019 and patronage is building back. At SEStran’s June Partnership Board Meeting, the Towards a World Class Bus Service paper begun the process of shaping a Regional Bus Strategy for the South East of Scotland.					
Q1 Progress					
Consultants procured (Systra + Stantec) Local Authorities and operators engaged Inception documents created EQIAs drafted Case for Change first draft shared with SEStran					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:					
Programme Status: On Target					
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Case for Change	17/05/2024	45442	30/05/2024	Complete	30/05/2024
Options Appraisal	31/08/2024			On Track	30/05/2024
Draft Strategy Published	31/12/2024			On Track	30/05/2024
Consultation on Strategy	01/02/2025			On Track	30/05/2024

Project Title	Transport to Healthcare				
Budget Code	92062				
Responsible Officer	RCM				
Manager	KF				
RTS Objectives	2				
Last Updated	30/05/2024				
RTS Actions					
<ul style="list-style-type: none"> • Support the delivery of bus services and infrastructure measures which ensure access to healthcare for all 					
Project Summary					
<p>Transport to health is a key service, connecting Scots with healthcare, from day-to-day appointments at the GP to hospital care. In 2019, the Mobility and Access Committee, working with Transport Scotland, produced MACS Report: Transport to Health and Social Care. This was strengthened by implementation last autumn of parts of the Transport (Scotland) Act 2019, which dealt specifically with Transport to Health. The Primary Health Directorate and Transport Scotland published their Transport to Health Delivery Plan draft. The draft puts an obligation on both health boards and regional transport partnerships to work together when considering transport to health.</p>					
Q1 Progress					
1-1s with all four health boards, NHS Assure, Scottish Ambulance Service 1st group meeting with these stakeholders					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:					
n/a					
Programme Status:					
On Target					
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
First meeting with all boards	16/05/2024		16/05/2024	Complete	30/05/2024
Agreed projects for collaboration	31/08/2024			On Track	30/05/2024

Project Title	Regional Freight Strategy				
Budget Code	92080				
Responsible Officer	Keith Fisken				
Manager	Keith Fisken				
RTS Objectives	1, 4				
Last Updated	30/05/2024				
RTS Actions					
<ul style="list-style-type: none"> • Work with partners to identify, through the further development of the SEStran Freight Strategy, locations where Freight Consolidation Centres could be located • Work with partners to identify, through the further development of the SEStran Freight Strategy, locations where gauge clearances should be increased to enable new and enhanced rail freight services to operate in the region • Identify opportunities to implement innovation and automation in the freight and logistics industry in the region, including the delivery of relevant pilot projects • Further develop proposals for new rail freight services, including a potential multi-user freight train running from Grangemouth and use of converted passenger trains for freight, as part of the development of the SEStran Freight Strategy 					
Project Summary					
<p>Within the RTS SEStran supports, where appropriate, the development of new or enhanced rail freight services in the region.</p> <p>Opportunities for innovative passenger train forming which incorporates the ability to carry freight should be explored combined with innovation and automation to increase the efficiency of freight and logistics networks across the region.</p> <p>The region should also support improved road freight services with better driver facilities and alternative fuel provision for HGV and LGV working with industry to transition from ICE power.</p>					
Q1 Progress					
Submitted ACCESS for Goods project funding proposal with the University of West of England, feedback in July Reviewing regional freight study with stakeholders, will present at freight forum in May					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:	n/a				
Programme Status:	On Target				
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Present option to freight forum	30/05/2024		30/05/2024	Complete	30/05/2024
Access for goods funding feedback	31/07/2024			Late	30/05/2024

Project Title	RTS Delivery Plan				
Budget Code	92042				
Responsible Officer	Rachael Murphy				
Manager	Keith Fisken				
RTS Objectives	1, 2, 3, 4				
Last Updated	27/05/2024				
RTS Actions					
•Partner councils work with SEStran through the statutory planning processes to implement RTS policies with regards to major developments					
Project Summary					
Building on the ESESCRD and SEStran Concordat, this delivery plan will highlight projects Local Authorities want to develop that exemplify the themes and objectives of the RTS. By identifying these opportunities, we can make best use of CRD and SEStran efforts and actively pursue funding for these.					
Q1 Progress					
PID created, shared with group participants First meeting of group hosted, PID and matrix discussed Matrix editing begun					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:	n/a				
Programme Status:	On Target				
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Project preparation	31/03/2024		31/03/2024	Complete	30/05/2024
Baselining	31/07/2024			On Track	30/05/2024
Matrix of projects	30/11/2024			On Track	30/05/2024
Procurement of consultant support	31/12/2024			On Track	30/05/2024
Identify Priority Projects	30/06/2024			On Track	30/05/2024
Develop wider RTS Action Plan	30/06/2024			On Track	30/05/2024
Drafting of RTS Delivery Plan Report	30/11/2025			On Track	30/05/2024

Project Title	Rail Strategy				
Budget Code	92047				
Responsible Officer	Keith Fisken				
Manager	Keith Fisken				
RTS Objectives	1, 3 & 4				
Last Updated	28/05/2024				
RTS Actions					
Work with key stakeholders (Transport Scotland & Network) rail to develop new rail infrastructure supported by appropriate appraisal and business case development Opportunities should be explored with partners to introduce new services, including more direct links across the region, national boundaries and cross-city connections					
Project Summary					
Enhancements to rail services can deliver improved public transport connectivity. This could take several forms, such as more direct through services between locations, reducing the need for interchange on existing routes, and increased frequencies on particular routes or at key times of the day.					
Q1 Progress					
Developing response to TS comments on Newburgh appraisal for submission in May ECMA - SEStran participated in an officer group meeting in May					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:	On Budget				
Programme Status:	n/a				
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
n/a					30/05/2024

People and Place Plan

People and Place Budget

Theme	Programme Name	Who delivers	Revenue Budget	Capital Budget	Total Budget	LA Rev Awards	LA Cap Awards	SEStran Rev Awards	SEStran Cap Awards	Third Party Rev Awards	Third Party Cap Awards	Total Rev Award	Total Cap Awards	Total Award	Rev Variance	Cap Variance	Total Variance
Schools and Young People	Active Ways to School	Third party	£490,450	£405,849	£896,299	£0	£0			£490,450	£405,849	£490,450	£405,849	£896,299	£0	£0	£0
Schools and Young People	Encouraging Active Travel: Young People	Local Authorities	£248,500	£231,650	£480,150	£226,500	£220,650			£0	£0	£226,500	£220,650	£447,150	£-22,000	£-11,000	£-33,000
Schools and Young People	Access to Bikes: Young People	Local Authorities & Third Parties	£0	£608,795	£608,795	£0	£150,000			£0	£458,795	£0	£608,795	£608,795	£0	£0	£0
Workplaces	Active Ways to Work: Large Employers	Third party	£25,000	£80,000	£105,000	£0	£0			£25,000	£80,000	£25,000	£80,000	£105,000	£0	£0	£0
Workplaces	Active Ways to Work: Other Employers	Local Authorities	£46,524	£135,000	£181,524	£17,000	£105,000	£20,524	£25,000	£0	£0	£37,524	£130,000	£167,524	£-9,000	£-5,000	£-14,000
Accessibility and Inclusion	Street Audits and Enabling Facilities	Local Authorities	£0	£500,000	£500,000	£0	£491,000			£0	£0	£0	£491,000	£491,000	£0	£-9,000	£-9,000
Accessibility and Inclusion	Active Travel Hubs	Third party	£0	£150,000	£150,000	£0	£0			£0	£150,000	£0	£150,000	£150,000	£0	£0	£0
Accessibility and Inclusion	Existing Active Travel Hubs Communities support	Third party	£100,792	£334,390	£435,182	£0	£0			£104,768	£334,390	£104,768	£334,390	£439,158	£3,976	£0	£3,976
Accessibility and Inclusion	Encouraging Active Travel: Communities	Local Authorities	£566,600	£485,500	£1,052,100	£597,600	£510,500			£0	£0	£597,600	£510,500	£1,108,100	£31,000	£25,000	£56,000
Accessibility and Inclusion	Access to Bikes	Local Authorities & Third Parties	£0	£431,016	£431,016	£0	£195,000			£0	£236,016	£0	£431,016	£431,016	£0	£0	£0
Accessibility and Inclusion	Regional AT Comms Campaign	SEStran	£50,000	£0	£50,000	£0	£0	£50,000	£0	£0	£0	£50,000	£0	£50,000	£0	£0	£0
Capacity and Capability Building	Behaviour Change Project Officers	Third party	£129,506	£0	£129,506	£0	£0			£129,506	£0	£129,506	£0	£129,506	£0	£0	£0
Capacity and Capability Building	Programme Management for 2024/25	SEStran	£100,000	£0	£100,000	£0	£0	£100,000	£0	£0	£0	£100,000	£0	£100,000	£0	£0	£0
Capacity and Capability Building	Programme Preparation for 2025/26 onwards	SEStran	£80,000	£0	£80,000	£0	£0	£80,000	£0	£0	£0	£80,000	£0	£80,000	£0	£0	£0
Capacity and Capability Building	Capability and capacity building development	SEStran	£15,000	£0	£15,000	£0	£0	£15,000	£0	£0	£0	£15,000	£0	£15,000	£0	£0	£0
Capacity and Capability Building	Programme level Monitoring & evaluation	SEStran	£40,000	£50,000	£90,000	£0	£0	£40,000	£50,000	£0	£0	£40,000	£50,000	£90,000	£0	£0	£0
Capacity and Capability Building	Contingency	n/a	£21,582	£0	£21,582	£0	£0	£17,606	£0	£0	£0	£17,606	£0	£17,606	£-3,976	£0	£-3,976
			£1,913,954	£3,412,200	£5,326,154	£841,100	£1,672,150	£323,130	£75,000	£749,724	£1,665,050	£1,913,954	£3,412,200	£5,326,154	£0	£0	£0

Schools and Young People	£738,950	£1,246,294	£1,985,244	£226,500	£370,650	£0	£0	£490,450	£864,644	£716,950	£1,235,294	£1,952,244	£-22,000	£-11,000	£-33,000
Workplaces	£71,524	£215,000	£286,524	£17,000	£105,000	£20,524	£25,000	£25,000	£80,000	£62,524	£210,000	£272,524	£-9,000	£-5,000	£-14,000
Accessibility and Inclusion	£717,392	£1,900,906	£2,618,298	£597,600	£1,196,500	£50,000	£0	£104,768	£720,406	£752,368	£1,916,906	£2,669,274	£34,976	£16,000	£50,976
Capacity & Capability Building	£386,088	£50,000	£436,088	£0	£0	£252,606	£50,000	£129,506	£0	£382,112	£50,000	£432,112	£-3,976	£0	£-3,976

People and Place Risk Register

Risk Number	Risk Detail	Gross Probability	Gross Impact	Gross Risk Score	Planned Response/Mitigation	Net Probability	Net Impact	Net Risk Score	Actions (inc who and date due)	Completed Actions	Status	Date Raised	Last Updated	Owner
PPP12	Funding allocation is perceived to be inequitable by some partners	Possible	Moderate	Medium Risk	Careful engagement with LA partners to coordinate activities and help them understand what factors have influenced decisions Online tool being developed for transparency on where all funding is being spent and results of this	Unlikely	Moderate	Low Risk	Monitoring tool to be live by 30/06		In Progress	29/01/24	28/05/24	MM
PPP14	Reduction in revenue funding by TS could lead to an inequitable programme that favours cycling over walking and wheeling and/or lacks capacity to engage with seldom heard groups	Probable	Major	High Risk	Programme revised to retain revenue funding in key areas such as communities and walking/wheeling Jacobs commissioned to carry out EqIA of entire plan	Possible	Moderate	Medium Risk	Promote plan EqIA to projects as a resource to promote equity in project delivery		In Progress	25/03/24	28/05/24	MM
PPP18	Lack of resource to delivery projects within local authorities or third parties leads to slowed/no delivery on specific projects leading to underspend and/or failure to achieve anticipated impact	Probable	Major	High Risk	Grant monitoring process of reporting on anticipated spend in place and regular meetings with partners to understand any resource issues early. Identify projects more likely to Keep reserve list of projects that can be funded if	Possible	Moderate	Medium Risk	Develop reserve list of projects by 30/06		In Progress	12/04/24	28/05/24	MM
PPP19	Lack of resource within SEStran to delivery on grant management, 25/26 plan development, comms, M&E, and capability building work. This could variously lead to ineffective grant management and/or a failure to deliver on elements of the plan	Possible	Major	Medium Risk	Budget set aside in Plan for staff resource based on estimate of time required 2 new Projects Officers in place. Regular PPP updates to wider team. Distribute LA and third parties between the team	Unlikely	Moderate	Low Risk	As per planned mitigations (28/05)		In Progress	12/04/24	28/05/24	MM
PPP20	Need to claim grant funds from TS after partners have submitted a claim to SEStran either leads to delay in payments to partners or negative cashflow for SEStran and subsequent charges	Highly Probable	Moderate	High Risk	Gain claim profile info from each partner on a monthly basis to understand cashflow requirements. Work with TS to find solution for advance payments based on this claim profile Discuss with TS options for payment up front on this claim profile	Possible	Moderate	Medium Risk	Compile initial claim profile from partners and share with TS - by 07/06	Develop financial reporting sheet and share with partners at inception meetings	In Progress	12/04/24	28/05/24	MM
PPP21	Potential for overlap of projects being funded via the CPTF could dilute impact or result in confusion over funding	Possible	Moderate	Medium Risk	Regular contact with CPTF team to understand what is being funded by them in the SEStran region. Seek to show these projects on regional project map for full transparency	Unlikely	Minor	Low Risk	As per planned mitigations (28/05)		New	28/05/24	28/05/24	MM
PPP22	Lack of Local Authority capacity to engage in 25-30 PPP Development workshops leads to lack of input/buy-in/support for the final regional plan	Possible	Moderate	Medium Risk	Engage early with LA contacts Offer options of workshops and 1-1 meetings as appropriate	Unlikely	Moderate	Low Risk	Send out Sept workshop date by 31/05 Raise in inception meeting with consultant - by 7/6		New	28/05/24	28/05/24	BHJ
PPP23	Change in funding priorities/ political agenda impacts the programme development work, potentially resulting in work needing to be redone or no longer needed	Probable	Major	High Risk	Development of 5 year plan to be flexible to changing priorities and ensure consultant is aware of this need for flexibility Develop plan to allow for inclusion of public transport and integrated mode projects	Probable	Moderate	Medium Risk	Raise in inception meeting with consultant - by 7/6		New	28/05/24	28/05/24	BHJ
PPP25	Inability to evidence impact of projects on modal shift results in reduced/no funding from TS in future years	Probable	Major	High Risk	Develop open portal for full transparency on projects funded and their monitoring results. Ongoing engagement with TS Gather case study evidence to supplement quantitative reporting, esp when this may not be available until March 25 or into 25/26	Possible	Moderate	Medium Risk	Monitoring tool to be live by 30/06	Share monitoring framework with each partner and discuss in inception meetings	New	28/05/24	28/05/24	MM

PPP Area	Local Authority Projects				
Last Updated	28/05/2024				
Project Summary					
This area of the PPP covers all grants to Local Authorities. Projects cut across all of the main themes of the Plan as set out by Transport Scotland.					
Q1 Progress					
Awards were made later than expected due to delay in received funding from TS, but all awards are now finalised and funding agreements have been issued. Inception meets have also been held with each LA to discuss reporting requirements. There were some minor changes to the budget between programmes in this area to accommodate changes to projects and priorities, but this has not resulted in any changes to the overall plan budget.					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:	On Budget				
Programme Status:	On Target				
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Project award	01/04/2024	30/04/2024	30/04/2024	Complete	28/05/2024
Inception Meetings	31/05/2024		24/05/2024	Complete	28/05/2024
Q1 Reporting & Claims	05/07/2024			On Track	28/05/2024
Q2 Reporting & Claims	07/10/2024			On Track	28/05/2024
Q3 Reporting & Claims	10/01/2025			On Track	28/05/2024
Q4 Reporting & Claims	08/04/2025			On Track	28/05/2024

PPP Area	Local Authority Projects				
Last Updated	28/05/2024				
Project Summary					
This area of the PPP covers all grants to third parties. Projects cut across all of the themes of the Plan as set out by Transport Scotland. In total, grants have been awarded to 9 organisations to deliver 14 projects					
Q1 Progress					
Awards were made later than expected due to delay in received funding from TS, but all awards are now finalised and funding agreements have been issued. Inception meets have also been held with each organisation to discuss reporting requirements. Once project has had its grant award increased by £3976 due to a complexity around VAT - this has been covered by the overall plan contingency.					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:	On Budget				
Programme Status:	On Target				
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Project award	01/04/2024	30/04/2024	30/04/2024	Complete	28/05/2024
Inception Meetings	31/05/2024		24/05/2024	Complete	28/05/2024
Q1 Reporting & Claims	05/07/2024			On Track	28/05/2024
Q2 Reporting & Claims	07/10/2024			On Track	28/05/2024
Q3 Reporting & Claims	10/01/2025			On Track	28/05/2024
Q4 Reporting & Claims	08/04/2025			On Track	28/05/2024

PPP Area	Local Authority Projects				
Last Updated	28/05/2024				
Project Summary					
This area of the PPP covers all funding being spent directly by SEStran. It covers some project delivery (including GoEbike and TravelKnowHow), communications, knowledge sharing, overall plan management and development, and plan wide monitoring and evaluation.					
Q1 Progress					
Due to later than expected funding confirmation, work has been delayed but it is felt at this point that this won't have a material impact on the overall programme. A tender has been awarded for plan wide monitoring and to increase transparency, and an additional tender will be awarded priority to the committee to support programme development. Work has begun to plan a knowledge sharing event in September. There have been no budget changes in this area, but it is expected that there will be some variance in Q2 as budgets for pieces of work become clear.					
Q2 Progress					
Q3 Progress					
Q4 Progress					
Finance Status:	On Budget				
Programme Status:	On Target				
Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Award monitoring tender	26/04/2024		26/04/2024	Complete	28/05/2024
Award plan dev tender	31/05/2024	45450		Delayed	28/05/2024
Q1 report to TS	12/07/2024			On Track	
Q2 Knowledge Sharing E	29/08/2024			On Track	28/05/2024
Q2 Report to TS	14/10/2024			On Track	28/05/2024
25/26 Plan approved by	06/12/2024			On Track	28/05/2024
Q3 Report to TS	17/01/2025			On Track	28/05/2024
Q4 Report to TS	15/04/2025			On Track	28/05/2024
24/25 evaluation report to TS	30/06/2025			On Track	28/05/2024