

SEStran Partnership Board Minutes

10.00am, Friday 27 September 2024

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

<u>Present</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Russell Imrie (Vice Chair - In accordance with Standing Order 6.4 Cllr Russell Imrie presided for items A1, A2 and A3 of this meeting)	Midlothian Council
	Cllr Sally Pattle (Chair) (presided for items A4 to B3)	West Lothian Council
	Cllr Dijkstra-Downie	City of Edinburgh Council
	Cllr Kayleigh O'Neill	City of Edinburgh Council
	Cllr Iain Whyte	City of Edinburgh Council
	Cllr Fiona Law	Clackmannanshire Council
	Cllr John McMillan	East Lothian Council
	Cllr Margaret Anslow	Falkirk Council
	Cllr Ian Cameron	Fife Council
	Cllr Derek Glen	Fife Council
	Cllr James Leslie	Fife Council
	Cllr Colin Cassidy	Midlothian Council
	Cllr Jenny Linehan	Scottish Borders Council
	Geoff Duke	Non-Councillor Member
	Callum Hay	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member
	John Scott	Non-Councillor Member
	Kate Sherry	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Paul White	Non-Councillor Member

In Attendance

Andrew Rose (Clerk)	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council
Jamie Robertson	City of Edinburgh Council
John Mitchell	Fife Council
David Maule	West Lothian Council
Iona Chandler	Urban Tide
James McLeod	Urban Tide
Brian Butler	SEStran
Angela Chambers	SEStran
Cheryl Fergie	SEStran
Keith Fisker	SEStran
Andrew Ferguson	SEStran
Beth Harley-Jepson	SEStran
Michael Melton	SEStran
Rebecca Smith	SEStran

Apologies for Absence

Cllr Stephen Jenkinson	City of Edinburgh Council
Cllr Jane Cox	Scottish Borders Council
Cllr Tom Conn	West Lothian Council
Linda Bamford	Non-Councillor Member
Alastair Cooper	Non-Councillor Member

A1. Order of Business

The Deputy Chair indicated that the item regarding Transport to Healthcare would be taken as the first item of business.

A2. Transport to Healthcare

The Board received a presentation from the Senior Partnership Manager setting out the context for the project, detailing some of the work undertaken to date, outlining a number of common themes which have emerged from the work in relation to transport to healthcare, and reporting on future opportunities. Thereafter, Iona Chandler and James McLeod from Urban Tide gave a presentation and a demonstration of an early version of a project funded by the DfT's Rural Accelerator Project Fund. Urban Tide have developed an online tool which enables users of health services to identify transport options to the hospital or facility.

Currently, this tool is being piloted in Fife, but feedback and ideas for improvement are invited before it is rolled out across the country.

Decision

To note the presentation by the Senior Partnership Manager, and demonstration of the online tool currently being piloted in Fife.

(Reference – Presentation by the Senior Partnership Manager)

A3. Appointments

The Board considered a report by the Partnership Secretary as regards the following appointments of Members:

- (a) Chairperson
- (b) Deputy Chairpersons(s)

The Partnership Director also verbally indicated that changes to membership of the Performance and Audit Committee were also required, as well as to the Chair of the Freight Forum.

The Deputy Chair also took the opportunity to welcome the new SEStran Board members Cllr Stephen Jenkinson and Cllr Kayleigh O'Neill from City of Edinburgh Council and Cllr Iain Cameron and Cllr James Leslie from Fife Council.

Decision

- 1) To agree that Councillor Sally Pattle be appointed Chair of the Board, following which, Councillor Pattle took the Chair.
- 2) To agree that Councillors Dijkstra-Downie and John McMillan be appointed Deputy Chairs.
- 3) To note that, due to (a) the resignation of former Councillor Scott Arthur, City of Edinburgh Council, and (b) Councillor Sally Pattle, West Lothian Council, becoming Chair of the Board and therefore unable to be a member of the Performance and Audit Committee, alternative members would need to be found for the Performance and Audit Committee from those two respective councils, with these appointments to be formally approved at the next meeting of the Board.
- 4) To note that interest was sought from Board members for the role of Chair of the Freight Forum.

(Reference – report by the Secretary, submitted.)

A4. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 21 June 2024 as a correct record.
- 2) To agree the minute of the SEStran Performance and Audit Committee of 13 September 2024 as a correct record.

A5. Finance Officer's Report

The Board considered a report by the Treasurer providing the first update on the financial performance of the Partnership's Core and Projects budgets for 2024/25, in accordance with the Financial Regulations of the Partnership. The report presented an analysis of financial performance to the end of July 2024, and reminded the Board that the Partnership's Core and Projects budgets for 2024/25 had been approved by the Partnership on 15th March 2024.

During consideration of this matter the Board expressed concern that, for the second successive year, the Partnership's appointed external auditor had been unable to complete its audit of the annual accounts within the required timescale. The Partnership Director provided a verbal update to the Board on discussion which had been held with Audit Scotland on this matter.

Decision

- 1) To note the forecast overspend on the Core revenue budget of £29,000 which is principally due to a reduction in Scottish Government grant funding and would be met by a drawdown from the Partnership's unallocated reserve;
- 2) To note that expenditure is forecast to be within budget for Project expenditure, and
- 3) To note the proposed re-alignment of the Projects 2024/25 budget, subject to the conclusion of the 2023/24 external audit.

(Reference – report by the Treasurer, submitted.)

A6. Partnership Director's Update

The Partnership Director provided a presentation to the Board on (a) current and future financial challenges and opportunities, (b) update on work with national governments regarding continuity of funding and of the partnership model, (c) exploration of a collaborative approach to the development of an Electric Vehicle (EV) charging infrastructure, (d) an update from a meeting of Regional Transport Partnership Chairs and Transport Scotland, and (e) an update on organisational matters.

Decision

To note the Partnership Director's Update Presentation

(Reference – Presentation by Partnership Director, submitted)

A7. Go-SESTRAN

The Board considered a report by the Projects Officer reminding it that it had considered a report at its meeting held on 15 March 2024 and had noted that a further report would be received detailing progress against key success criteria. The report provided an updated financial position for the project and asked the Board to consider the continuation of Go-SEStran.

Decision

- 1) To agree to the continuation of Go-SEStran as part of the Integrated Mobility Partnership due to the significant progress on funding made as outlined in the report, and achieving two of the three criteria presented at the March 2024 Board.
- 2) To authorise the Partnership Director to enter into such contractual agreements as are required to progress the GoSEStran and VoyagAR projects to their fullest extent possible within available funding levels, and
- 3) To agree to receive regular progress updates via the Projects Update at the Performance and Audit Committee, with such Board reporting as is necessary as the projects progress.

(Reference – Report by the Projects Officer, submitted)

A8. Annual Report and Business Planning

The Board considered a report by the Senior Partnership Manager which sought to update the Board on the draft Annual Report and Business Plan which was under way for the Partnership. The report also reminded the Board that the draft Annual Report for 2023/24 and the Business Plan for 2024/25 had been approved for publication at its meeting in June 2024, subject to consideration of any comments from Board members following that meeting and reporting that no comments had been received by the agreed deadline of 15 August. Accordingly, Officers were currently finalising the publication of the report for distribution.

Decision

To note the contents of the report and approve the planning process for the future development and publication of the Partnerships annual report and business plan.

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

A9. Regional Transport Strategy Delivery Plan

The Senior Partnership Manager gave a presentation reminding the Board that the Delivery Plan will provide a mechanism to assess and prioritise regional projects that are required over the next ten years to realise the ambitions of the Regional Transport Strategy and to support the economic and net-zero ambitions of the Regional Prosperity Framework. The presentation outlined the Plan's objectives, the stakeholders (and routes for engagement with them), and details of the project plan for development of the Delivery Plan.

During its consideration of this matter, the Board also heard from the Partnership Director in response to a question from Members on the purpose of the Scottish Government's discussion paper on the Infrastructure Levy in Scotland, and on how Regional Transport Partnerships had discussed making submissions to the ongoing consultation.

Decision

To note the presentation by the Senior Partnership Manager.

To request that the Partnership Director makes a submission as part of the Scottish Government's consultation of the Infrastructure Levy in Scotland discussion paper, either unilaterally or as part of a joint submission by the Scottish Regional Transport Partnerships.

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

A10. Date of Next Meeting

Decision

To note that the date of the next meeting was scheduled for 10:00am on Friday 6th December 2024.

Prior to the following items of business which were reports purely for information purposes and for noting, the Chair requested that, going forward, the Part B agenda items would be taken as read but, should any Board members wish to ask any questions, make comment or have discussion on any of these reports, they should notify the Secretary in advance of the meeting.

B1. People and Place Programme Grant Awards

The Board received a report from the Programme Manager detailing variations to the SEStran People and Place grant awards to the Board.

Decision

To note the content of the report and the variations to the SEStran People and Place grant awards as detailed at Appendix 1 to the report.

(Reference – Report by the Programme Manager, submitted)

B2. Projects and Strategy Performance

The Board received a report from the Programme Manager, as previously reviewed, discussed and noted by the Performance and Audit Committee at its meeting held on 13 September 2024, which provided an update on the performance of the Partnership's strategy and project workstreams over the previous quarter.

Decision

To note the progress recorded by the project in the past quarter as summarised in the Appendix to the report.

(Reference – Report by the Programme Manager, submitted)

B3. Public Sector Reform (Scotland) Act 2020

The Board received a report from the Business Support Officer informing it that Regional Transport Partnerships are included in the schedule of the Public Services Reform (Scotland) Act 2010 and that this requires annual publication of certain information. The report advised the Board of the information to be published.

Decision

To note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and as detailed in Appendix 1 of the report.

(Reference – Report by the Business Support Officer, submitted)