

## **PROJECTS AND STRATEGY PERFORMANCE REPORT**

### **1 INTRODUCTION**

- 1.1 This report and its appendices update the Board on the performance of the Partnership's strategy and project workstreams over the last quarter, following the update to be provided to the Performance and Audit Committee on 29<sup>th</sup> November
- 1.2 This project report sits alongside the new project lifecycle management process, that will link directly from the business plan to a project outline document, to a project initiation document and, once this has been approved, into this project progress report. This process will allow us to report to the Board and Performance and Audit Committee of progress against project objectives, with the aim of this commencing for all projects from the start of 25/26.

### **2 PROJECTS AND STRATEGY PROGRESS**

- 2.1 Appendix 1 shows the current status of all project and strategy work that is currently being progressed. RAG ratings are provided to show finance and programme status, and summary counts of milestones progress, risk and issues are also shown.
- 2.2 Some key project and strategy work successes over the quarter have been:
  - The procurement process for GoSEStran and VoyagAR has been completed with a preferred supplier identified
  - Work completed on the initial phase of the EV delivery project to put in place common tender documents and agree a preferred route to market across all participating Local Authorities
  - The Regional Bus Strategy work has continued with the development of draft strategy policies and actions against a number of 'qualities' like service level are underway
  - Meetings have been held with each Local Authority as part of the RTS Delivery Plan to fully understand their transport dependencies to support work to prioritise projects
  - A successful event was held in Newburgh with representation from numerous stakeholder groups exploring the impact that a station could have on Newburgh and the surrounding area. The final addendum to the appraisal with notes from the meeting will be submitted to Transport Scotland in November for consideration
- 2.3 Three projects are currently showing as either having a current underspend or a risk of underspend:
  - The Strategic Regional Active Travel Network – progress has been delayed on this piece of work, and there is a risk that this may now run past the funding deadline of 31<sup>st</sup> March 2025, and therefore there may be an underspend. A meeting is currently being planned with Falkirk Council with the aim of unlocking several barriers and from that a realistic delivery programme will be put in place.

- Regional Bus Strategy – when allocating funding for 24/25, funding was given to this strategy to allow the completion of additional work packages. As work has progressed, it has become clear that this additional work cannot be fully completed in 24/25, and therefore it is anticipated that there will be an underspend of £50k and a request will be made to carry this budget over into 25/26 to allow this important work to continue.
- RTS Delivery Plan – the budget for this project has been set aside to support work funded either by the City Region Deal or Local Authorities to progress prioritisation of RTS aligned projects. There is a current risk that the £20k assigned to this work will not be spent in full in 24/25 depending on wider project progress, and so a request may be made to carry this funding into 25/26.

2.4 There are four projects that are currently showing as either having delays, or are at risk of delays, to their programmes

- VoyagAR and GoSEStran – the procurement process for both of these pieces of work has been conducted jointly, and a preferred supplier identified. However, progress in appointing this supplier has been slower than expected, and there is now a risk that they will not be in place by 31<sup>st</sup> December 2024. The principal issues for this are a lack of capacity at Tactran to progress the appointment and the associated legal and contractual documentation that is required. Discussions are ongoing with Tactran to resolve this and return this project to its programme.
- Strategic Network – as noted at 2.3
- EV Delivery – The target date for completion of a regional procurement exercise is 31<sup>st</sup> December 2025, however in order to meet this date approvals need to be in place from all Local Authorities to allow the process to begin in February 2025. At present, it is unlikely that this date can be met, albeit work on clarifying budget and governance is being expedited where possible to try and retain this start date. Mitigations are currently being explored, including writing to Transport Scotland to seek clarity on the 31<sup>st</sup> December deadline.

2.5 There are 20 risks on the risk register, 4 of which has been added this quarter, and an additional 4 risks have been closed this quarter. Of these risks, 18 are classed as medium, all of which have mitigation plans in place. There is 1 risk that is classed as high which is around timeline for the EV delivery project – explanation and mitigations are as described at 2.4 above.

2.6 One issue has emerged over the quarter:

- GoSEStran – Tactran have had issues with capacity over the quarter, which has caused delays to the project and procurement process, and limited development or marketing work undertaken over this period. A brief for consultancy support is being developed to provide interim support to minimise any further project delays.

The three issues that had previously been reported are now all resolved and closed.

### **3 PEOPLE AND PLACE**

- 3.1 The People and Place (P&P) plan has been integrated into appendix 1 but, given its scale, it is presented with its own risk register and budget. For reporting purposes, P&P has been broken down into three areas according to who will be spending the funding – Local Authorities, third parties, and SEStran.
- 3.2 People and Place is currently running to programme and budget. There are no high risks on People and Place. There are however 9 medium risks that are being actively managed with the mitigations noted. This is up from 5 medium risks reported in Q2, the increase being driven mainly by new risks being identified around uncertainty on timelines and level of funding for 25/26. 3 medium issues are currently being managed, of which 1 is new within this quarter around payment timescales to funded organisations.
- 3.3 Progress on the People and Place Plan (PPP) has gone well over the quarter. At the start of the quarter, project update reports were received from most partners, and these were compiled and sent to Transport Scotland (TS) as one regional report. Feedback from TS on this report and SEStran's progress to date was positive. This report has been included for Members reference at Appendix 2.
- 3.4 Whilst overall the full grant is still predicted to be spent in full, there was a drop seen in grant claims received for Q2 compared to the predicated value by around £230,000. The principal reasons for this are:
- £25,000 of SEStran project management costs going unspent as noted at 3.5
  - £140,000 of claims across 2 local authorities that were not submitted as expected. Discussions are ongoing and both are expected to catch up on this spend over Q3 and Q4
  - £65,000 of underspend in other claims, and as above it is expected that this amount will be made up in Q3 and Q4.
- 3.5 During the quarter, SEStran's project management costs were reviewed and found to have been budgeted too high when considering existing staffing allocations within the core budget. As such, this budget has been reduced from £100,000 to £25,000. The budget freed up will be used for some additional work to prepare for 25/26 delivery, additional programme evaluation costs to ensure this is as robust as possible, and the remainder used for project delivery (with priority given to extending schools projects to run until the end of the summer term).
- 3.6 One of the main items of work over the quarter has been the development of the 25/26 onwards P&P Delivery Plan. Following early discussions at our Local Authority workshop in August, the first draft plan was circulated to stakeholders in October, with feedback being generally positive. Work is currently ongoing to adapt the Delivery Plan in line with this feedback where appropriate, and it remains on track to be presented to the December Board Meeting where a fuller update will be given.

3.7 To ensure transparency over projects being funded and to share details of this amongst all partners and stakeholders to help facilitate collaboration, an online dashboard has been created with the support of Urban Tide. Whilst still awaiting some final updates before being widely shared, Members are welcome to view the map here: <https://usmart.io/org/sestran/>

#### 4 COMMUNICATIONS AND MARKETING UPDATE

4.1 Sarah Junik, SEStran’s new Communications and Marketing Officer, started during the quarter. A fuller update on communications and marketing will be provided in future quarters as work progresses, and at the December meeting of the Partnership Board, but some key initial successes have been:

- A press release on Cllr Pattle taking up the role as Partnership Board Chair received coverage in several local newspapers.
- There was coverage in several local newspapers about the Brompton bike locker in Musselburgh as part of the Go E-bike project.
- Monthly social media reporting has been setup, and this has shown that, through regular posting on LinkedIn, we’ve increased the number of impressions from September to October by over 200%, and grown the number of monthly new followers by over 400%
- A tender brief has been written to procure a film company to make three People and Place case study videos, which are due to be complete in quarter 4
- Organised amendments and reprint of the Thistle Assistance cards and leaflet
- Plans have been made for SEStran’s communications priorities for October through to March 2025 and actions are now being delivered associated with this.

#### 5 RECOMMENDATIONS

5.1 The Board is asked to note progress recorded by project in the past quarter, as previously noted by the Performance and Audit Committee

Michael Melton  
**Programme Manager**  
 6<sup>th</sup> December 2024

**Appendix 1:** SEStran Projects & Strategy Tracker – November 2024

**Appendix 2:** SEStran People and Place Q2 report

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	Finance Status		Programme Status		Milestones					Risks		Issues			Last Updated
	Finance Status	Change since Q2	Programme Status	Change since Q2	No on track	No completed	No late completed	No delayed	No late	No Medium	No High	No Medium	No High	No Critical	
<u>Thistle Assistance</u>	On Budget	↔	On Target	↔	0	0	0	0	0	0	0	0	0	0	11/6/2024
<u>VoyagAR</u>	On Budget	↔	Minor Delay	↓	0	0	0	2	0	1	0	0	0	0	11/1/2024
<u>Real Time Passenger Information</u>	On Budget	↔	On Target	↔	1	1	1	0	0	2	0	1	0	0	11/1/2024
<u>GoSEStran</u>	On Budget	↔	Minor Delay	↓	0	1	1	3	0	3	1	2	0	0	11/1/2024
<u>Go Ebike</u>	On Budget	↔	On Target	↔	2	1	0	0	1	0	0	0	0	0	11/11/2024
<u>Strategic Network</u>	Risk of Underspend	↓	Minor Delay	↔	0	0	1	2	0	1	0	0	0	0	11/11/2024
<u>EV Delivery</u>	On Budget	↔	Major Delay	↓	0	1	2	2	0	1	1	0	0	0	11/8/2024
<u>Regional Bus Strategy</u>	Underspend	↓	On Target	↔	0	0	1	0	0	3	0	0	0	0	11/11/2024
<u>Transport to Healthcare</u>	On Budget	↔	On Target	↔	0	1	0	1	0	2	0	1	0	0	11/4/2024
<u>Regional Freight Strategy</u>	On Budget	↔	On Target	↔	0	2	1	0	0	2	0	0	0	0	11/11/2024
<u>RTS Delivery Plan</u>	Risk of Underspend	↓	On Target	↔	5	1	0	1	0	2	0	0	0	0	11/11/2024
<u>Rail Strategy</u>	On Budget	↔	On Target	↔	0	0	0	0	0	1	0	0	0	0	11/11/2024
<b>Total</b>					<b>8</b>	<b>8</b>	<b>7</b>	<b>11</b>	<b>1</b>	<b>18</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	
<b>People and Place Plan:</b>										9	0	0	0	0	
<u>Local Authority Projects</u>	On Budget	↔	On Target	↔	2	3	1	0	0						11/11/2024
<u>Non-Local Authority Projects</u>	On Budget	↔	On Target	↔	2	3	0	0	0						11/11/2024
<u>SEStran Projects</u>	On Budget	↔	On Target	↔	4	4	0	0	0						11/11/2024
<b>Total</b>					<b>8</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Project Risk Register**

Risk Number	Project	Order	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	1	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 11/11		In Progress	4/1/2024	11/11/2024	KF
PR002	Thistle Assistance	1	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 requirements	Remote	Moderate	Low Risk	As per planned response/mitigations 11/11		In Progress	4/1/2024	11/11/2024	KF
PR003	Thistle Assistance	1	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 11/11		In Progress	4/1/2024	11/11/2024	KF
PR004	VoyagAR	2	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	Procurement of GoSEStran complete, but future role of VoyagAR not fully clear at this time, so risk remains	Met with Tactran 05/24 to agree procurement approach	In Progress	4/1/2024	11/11/2024	KF
PR005	Real Time Passenger Information	3	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 211/11		In Progress	4/1/2024	11/11/2024	KF
PR006	Real Time Passenger Information	3	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 11/11		In Progress	4/1/2024	11/11/2024	KF
PR007	Real Time Passenger Information	3	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 RTP partners and suppliers to come to agreement	Unlikely	Minor	Low Risk	As per planned response/mitigations 11/11	Initial meeting held between RTPs to agree exploration of joint approach to procurement.	In Progress	4/1/2024	11/11/2024	KF
PR008	GoSEStran	4	Lack of funding to continue with the app to improve the app and continue current offering for 3 years	Probable	Major	High Risk	Ongoing dialogue with TS around future plans for MaaS and outcome of pilot evaluation. Tactran delivering programme and look for funding opportunities. Tactran developing funding plan	Possible	Major	Medium Risk	Continue to check in with Tactran and create action tracker to understand progress	Some additional funding secured from TS and SCSP fund - 01/04 Comms prepared for app 01/07	In Progress	4/1/2024	11/11/2024	RS
PR026	GoSEStran	4	Ad hoc nature of support service through customer service desk could mean responses to customers are delayed resulting in poor customer experience	Possible	Minor	Low Risk	Schedule checks with Tactran to ensure responses are sent within a timely manner	Unlikely	Minor	Low Risk	As per planned response/mitigations 20/06  Request additional support is integrated into new contract with supplier by 11/12		In Progress	6/20/2024	11/11/2024	RS

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Risk Number	Project	Order	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
PR029	GoSEStran	4	Staff capacity to deliver project is limited and could be significantly impacted by unforeseen absence, leading to project delays	Probable	Major	High Risk	See issue PI005	Probable	Major	High Risk	See issue PI005		New	10/7/2024	11/11/2024	RS
PR028	GoSEStran	4	Contract not in place for chosen supplier by December leads to app being withdrawn for a period and consequent loss of users	Probable	Major	High Risk	Ongoing discussions with Tactran on legal support Agreement reached for Anderson Strathern to draft contract.	Possible	Major	Medium Risk	Meeting supplier 21/11 to discuss options		New	11/11/2024	11/11/2024	RS
PR030	GoSEStran	4	Lack of sufficient user research on current app means that future improvements either are not made or do not respond to user needs	Probable	Moderate	Medium Risk	Discuss at inception meeting with supplier Look at starting user research under current contract prior to end of 2024	Possible	Moderate	Medium Risk	Meeting supplier 21/11 to discuss		New	11/11/2024	11/11/2024	RS
PR013	Strategic Network	5	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	Follow up with two outstanding LAs to identify final gaps in mapping data. 18/11		In Progress	4/1/2024	11/11/2024	BHJ
PR027	Strategic Network	5	Delays to design feedback leads to significant delays which mean project cannot be completed by end of financial year when current funding expires	Probable	Major	High Risk	Consultant to lead ongoing dialogue with Falkirk Council including arranging workshops as needed with all relevant parties	Possible	Major	Medium Risk	Meet with Falkirk Council to discuss next steps 21/11		New	11/11/2024	11/11/2024	MM
PR014	EV Delivery	6	Failure to secure funding commitments from local authorities to fund a collaborative exercise	Probable	Major	High 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	Possible	Major	Medium Risk	Risk updated to cover requirement for £330k to fund full procurement exercise Develop detailed budget proposal to be developed by 04/12 MOU to be developed by 04/12 Agree funding pot and appointment of consultant 04/12	Initial £15k contribution per LA secured and spent	In Progress	4/1/2024	11/11/2024	MM



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Risk Number	Project	Order	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
PR015	EV Delivery	6	Compressed timescale required to reach contract start date is very tight, and leads to low quality of work and/or missed deadlines and/or failure to meet CPS switch off date	Probable	Major	High Risk	Seek ongoing consultant support for project management	Probable	Major	High Risk	Work to timetable as per risk PR014 to ensure project progress Write to TS to seek clarity on CPD switch off date Investigate additional mitigations dependant on outcome of the above		In Progress	4/1/2024	11/11/2024	MM
PR016	Regional Bus Strategy	7	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 04/11		In Progress	4/1/2024	11/4/2024	RM
PR017	Regional Bus Strategy	7	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 04/11	Website page created: <a href="https://sestran.gov.uk/projects/regional-bus-strategy/">https://sestran.gov.uk/projects/regional-bus-strategy/</a>	In Progress	4/1/2024	11/4/2024	RM
PR018	Regional Bus Strategy	7	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 03/09		In Progress	4/1/2024	9/3/2024	RM
PR019	Transport to Healthcare	8	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 03/09		In Progress	4/1/2024	9/3/2024	RM
PR020	Transport to Healthcare	8	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 03/09		In Progress	4/1/2024	9/3/2024	RM
PR021	Regional Freight Strategy	9	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 11/11		In Progress	4/1/2024	11/11/2024	KF
PR022	Regional Freight Strategy	9	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 11/11		In Progress	4/1/2024	11/11/2024	KF

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Risk Number	Project	Order	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
PR023	RTS Delivery Plan	10	Lack of engagement from stakeholders	Possible	Major	Medium Risk	Regular meetings and opportunities to collaborate	Unlikely	Major	Medium Risk	As per planned response/mitigations 203/09		In Progress	4/1/2024	9/3/2024	RM
PR024	RTS Delivery Plan	10	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 03/09		In Progress	4/1/2024	9/3/2024	RM
PR025	Rail Strategy	11	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 11/11		In Progress	4/1/2024	11/11/2024	KF

### Project Issue 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	Closed	12/11/2023	11/11/2024	KF
PI002	Transport to Healthcare	Outcome of UK Government funding bid will be delayed until after the election due to the purdah period	Medium	RM working with partners to understand impact of any delays on potential programmes. As this become known further updates will be made to this issue.	When a minor partner but nonetheless with an active role in delivery, confirm with funder and lead partner that all comms will be shared.	Closed	5/22/2024	5/29/2024	RM
PI003	GoSEStran	Appointment of tech supplier/ new contract/ legal support will be delayed due to timescales for procurement. This is expected to result in the Ember contract being extended to Dec to ensure app is continuously live between suppliers.	Medium	Ember contract drafted to allow for 3 month extension till Dec 2024.	Develop clearer timescales when preparing for procuring and ensure additional time is given in the transitional period from one supplier to another.	Closed	6/20/2024	11/11/2024	RS
PI004	GoSEStran	Unexpected staff absence has caused delays in project delivery. Procurement is yet to be concluded with contract preparation to be delivered. There has been limited development work or marketing planned during this time.	Medium	Consultant breif to be drafted by SEStran to secure interim resoruce to limit and further delveiry delays - by 29/11 Budget to be reworked to incorporate consualtnt support as above - by 06/12	tbc	In Progress	11/11/2024	11/21/2024	RS

# Thistle Assistance

Budget Code: 92077  
 Responsible Officer: Sandra Lavergne  
 Manager: Keith Fiskin  
 RTS Objectives: 1, 3, 4  
 Last Updated: 11/6/2024

**Programme Status:** On Target

**Finance Status:** On Budget

<b>RTS Actions</b>
• Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network
<b>Project Summary</b>
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.
<b>Q1 Progress</b>
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.
<b>Q2 Progress</b>
Updates made to existing App - security and useability enhancements
<b>Q3 Progress</b>
New Project Officer and Marketing officer in place working on the project New existing stock of leaflets and cards depleted, new order to be placed for resupply Publication of updated Accessible Travel delivery plan by TS (Oct 2024) with ambition to promote Thistle Assistance Continuity to promote Thistle Assistance on social media
<b>Q4 Progress</b>

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
n/a					

Budget		
	Income	Expenditure
<b>Original Budget</b>	£15,996	£42,000
<b>Current Budget</b>	£15,996	£42,000
<b>Spend to Date</b>	£0	£1,097
<b>Remaining</b>	£15,996	£40,903
<b>Predicted future spend</b>	£15,996	£40,903
<b>Predicted total spend</b>	£15,996	£42,000
<b>Predicted Variance</b>	£0	£0

# VoyagAR

Budget Code: 92089  
 Responsible Officer: Rebecca Smith  
 Manager: Keith Fiskin  
 RTS Objectives: 1, 3, 4  
 Last Updated: 11/1/2024

**Programme Status:** Minor Delay

**Finance Status:** On Budget

RTS Actions
<ul style="list-style-type: none"> <li>Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network</li> </ul>
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
<p>SLA for IMPs partnership signed and includes exploring VoyagAR and its future development.                      Procurement for tech supplier live 10/07/2024 through Innovate UK - open till 05/08/2024. Focus is MaaS apps but VoyagAR and accessibility development forms part of the bid.                      Innovate UK pitch days set up for Sept. 2024 which will determine how suppliers see the app being integrated.</p>
Q3 Progress
<p>The procurement pitches had mixed abilities to integrate VoyagAR into GOSEStran. Accessibility integrations are being added into the contract being prepared to finalise the report. The procurement process, and appointing a supplier, has been delayed due to staff absense and is expected to be complete by December 2024.</p>
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Procurement of supplier complete	9/30/2024	12/2/2024		Delayed	11/1/2024
Go live date for app	1/31/2025	3/31/2025		Delayed	11/1/2024

Budget		
	Income	Expenditure
<b>Original Budget</b>	£0	£0
<b>Current Budget</b>	£0	£0
<b>Spend to Date</b>	£0	£0
<b>Remaining</b>	£0	£0
<b>Predicted future spend</b>	£0	£0
<b>Predicted total spend</b>	£0	£0
<b>Predicted Variance</b>	£0	£0

# Real Time Passenger Information

Budget Code: 92019  
 Responsible Officer: Rebecca Smith  
 Manager: Keith Fisken  
 RTS Objectives: 1, 3, 4  
 Last Updated: 11/1/2024

**Programme Status:** On Target

**Finance Status:** On Budget

RTS Actions
<ul style="list-style-type: none"> <li>•Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network</li> <li>•Introduce Real Time Passenger Information for public transport services through mobile applications, stations and stops and across all parts of the region</li> </ul>
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
Lothian bus feed solution is now expected to go live at end of September with full 'disruption' data being available end of September. Testing successful as of 03/09/2024. Speaking with several organisations with offline screens to determine how to progress. Midlothian screen replcement largely complete, West Lothian will comence in September.
Q3 Progress
RTPI screens now show live Lothian feed as of 9th September 2024. Journeo EPI training completed October 2024, including local authority officers, which will allow new staff members to report faults with screens, track the status of screens, add imagery and advertisement to screens, and track performance. SEStran PCs are being monitored and project team are contacting organisation's to resolve any faults or issues.
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Complete review of screen network	9/30/2024		9/30/2024	Complete	11/1/2024
Lothian tracker going live on RTPI screens	7/31/2024	31/09/2024	9/9/2024	Complete - Late	11/1/2024
Review reporting template for PCs	31/11/2024			On Track	11/1/2024

Budget		
	Income	Expenditure
<b>Original Budget</b>	£15,000	£15,000
<b>Current Budget</b>	£15,000	£15,000
<b>Spend to Date</b>	£5,000	£0
<b>Remaining</b>	£10,000	£15,000
<b>Predicted future spend</b>	£10,000	£15,000
<b>Predicted total spend</b>	£15,000	£15,000
<b>Predicted Variance</b>	£0	£0

# Go SEStran

Budget Code: 92086  
 Responsible Officer: Rebecca Smith  
 Manager: Michael Melton  
 RTS Objectives: 1, 3, 4  
 Last Updated: 11/1/2024

Programme Status:

Minor Delay

Finance Status:

On Budget

RTS Actions
<ul style="list-style-type: none"> <li>Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network</li> <li>Deliver a regional MaaS pilot scheme to establish the long-term viability of MaaS in the region</li> </ul>
Project Summary
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.
Q1 Progress
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.
Q2 Progress
SLA for IMPs partnership signed and inception meeting set up for August. PID and Contract Strategy signed off by Tactran and SEStran directors. Procurement for tech supplier live 10/07/2024 through Innovate UK - open till 05/08/2024. Innovate UK pitch days set up for Sept. 2024. 14 suppliers applied with 7 taken forward for pitch days. Ember contract extension confirmed through change control notice to ensure app continues running Sept-Dec 2024 whilst procured supplier onboards.
Q3 Progress
The procurement process, and appointing a supplier, has been delayed due to staff absence and is expected to be complete by December 2024. Meetings with stakeholders have been set up to investigate opportunities for the GoSEStran platform to offer more to users. This includes signposting to more payment methods, integrating more features, and targeting specific users groups. The remaining Transport Scotland MIF grant funding was finalised and reporting on the 6 month extension has been submitted.
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Report to Board on next steps	9/27/2024		9/27/2024	Complete	11/1/2024
New supplier in place	9/30/2024	12/31/2024		Delayed	11/1/2024
Ember contract extension awarded	7/31/2024	20/08/2024	13/08/2024	Complete - Late	8/26/2024
Funding secured for 2025-27	9/27/2024	12/31/2024		Delayed	8/26/2024
App development plan for GoSEStran	12/20/2024	1/31/2025		Delayed	11/1/2024

Budget		
	Income	Expenditure
<b>Original Budget</b>	£174,750	£174,750
<b>Current Budget</b>	£174,750	£174,750
<b>Spend to Date</b>	£56,000	£22,838
<b>Remaining</b>	£118,750	£151,912
<b>Predicted future spend</b>	£118,750	£151,912
<b>Predicted total spend</b>	£174,750	£174,750
<b>Predicted Variance</b>	£0	£0

# Go Ebike

Budget Code: 92076  
 Responsible Officer: Beth Harley-Jepson  
 Manager: Michael Melton  
 RTS Objectives: 1, 2, 4  
 Last Updated: 11/11/2024

**Programme Status:** On Target

**Finance Status:** On Budget

RTS Actions
7.0 Delivering Safe Active Travel • Expand the provision of bike-sharing initiatives across the region 8.0 Enhancing Access to and Accessibility of Public Transport • Identify locations where implementation of shared mobility solutions could be beneficial and reduce the level of ‘forced’ car ownership
Project Summary
The Go e-bike project involves supporting access to e-bikes and bike share through a variety of routes. Employer e-bike trials are supported in partnership with West Lothian Bike Library. This allows employers to trial a fleet of e-bikes for 4 weeks to give employers and employees to understand the benefits of e-bikes. Community groups across the region have been provided with fleets of e-bikes. This supports access to e-bikes at a local level. Public access bike share is supported through a trial of Brompton (folding bikes) lockers. These are operating in Midlothian and East Lothian. We are in discussion with Scotrail to add a further locker (owned by Sustrans) at Haymarket.
Q1 Progress
Employer trial was held at St Johns Hospital and Persimmon Homes in West Lothian. Survey data was collated from 23/24 employer trials. Brompton hire lockers were vinyl wrapped ahead of going live.
Q2 Progress
Four e-bikes were relocated from the Scottish Borders due to insufficient use. These were moved to City of Edinburgh Council for a longer term employer trial (April 2025) and to West Lothian Bike Library to supplement their public hire fleet. Discussions ongoing to identify additional employers to take part in further employer trials, staff survey taking place at Western General hospital to identify if there is demand. Skills Development Scotland have started a small scale trial with staff in Edinburgh. Brompton hire lockers went live at Musselburgh QMU and at Sheriffhall Park and Ride. A meeting was held with Scotrail at Haymarket Station to determine a potential location for the Sustrans locker.
Q3 Progress
Go e-bike employer trial taking place with staff from Skills Development Scotland over September and October. Cycle Ride Leader training course provided to Social Bite Village to support the use of the e-bike fleet with staff and residents. Bike maintenance and cargo bike training provided to Porty Community Energy to support volunteers with the e-bikes available to loan. We are awaiting a response from Scotrail on the site risk assessment outcome this is due to be reviewed on the 18th November. Press release issued about the Musselburgh Brompton bike locker, with coverage in several local newspapers.
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Brompton Haymarket locker gets go -ahead from Scotrail	9/30/2024	11/18/2024		Late	11/11/2024
Brompton Haymarket locker installed on site	3/31/2025			On Track	9/2/2024
Two employer trials delivered in partnership with TKH	3/30/2025			On Track	9/2/2024
Existing Brompton lockers small launch event and promotion campaign.	10/28/2024		10/14/2024	Complete	10/31/2024

Budget		
	Income	Expenditure
<b>Original Budget</b>	-£2,638	£27,362
<b>Current Budget</b>	-£2,638	£27,362
<b>Spend to Date</b>	-£2,638	£1,223
<b>Remaining</b>	£0	£26,139
<b>Predicted future spend</b>	£0	£26,139
<b>Predicted total spend</b>	-£2,638	£27,362
<b>Predicted Variance</b>	£0	£0

**Budget Notes**

Income is negative due to an overpayment on a grant claim from 23/24 that has been repaid in 24/25. No income beyond this correction is budgeted for this project



# Strategic Network

Budget Code: 92082  
 Responsible Officer: Beth Harley-Jepson  
 Manager: Michael Melton  
 RTS Objectives: 1, 2, 4  
 Last Updated: 11/11/2024

Programme Status:

Minor Delay

Finance Status:

Risk of Underspend

RTS Actions
<ul style="list-style-type: none"> <li>• 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</li> <li>• Deliver road safety measures that enable people to safely use active travel within the region</li> </ul>
Project Summary
<p>This project is in 2 parts:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> </ol>
Q1 Progress
<p><u>Falkirk routes:</u> 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).  <u>Network review:</u> Baseline mapping work included in tender for PPP development support, to begin in early June on schedule</p>
Q2 Progress
<p><u>Falkirk Routes:</u> Procurement complete, but work start is further delayed due to resource constraints at Falkirk Council - kick off meeting expected early September, so delay is now up from 1 month in Q1 to 4 months at present. Still anticipate completion by end 24/25.  <u>Network review:</u> work continues to gather data, remains on schedule at this time</p>
Q3 Progress
<p><u>Falkirk Routes:</u> Workshop help with Falkirk Council end September to discuss design refinements needed. Still several outstanding issues that require addressed before work can commence to complete design. Further meeting currently being sought to resolve. Risk of delay and/or underspend remains and cannot be further clarified until after this meeting.  <u>Network review:</u> work continues to gather data, with the majority now received but some remains outstanding - completion date delayed by around 2 months</p>
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Feedback on current design complete	6/30/2024	8/31/2024	9/27/2024	Complete - Late	11/11/2024
Completion of design work	9/30/2024	3/31/2025		Delayed	11/11/2024
Completion of baseline map (via PPP)	11/30/2024	1/31/2025		Delayed	11/11/2024

Budget		
	Income	Expenditure
<b>Original Budget</b>	£42,399	£45,450
<b>Current Budget</b>	£42,399	£45,450
<b>Spend to Date</b>	-£3,051	£0
<b>Remaining</b>	£45,450	£45,450
<b>Predicted future spend</b>	£45,450	£45,450
<b>Predicted total spend</b>	£42,399	£45,450
<b>Predicted Variance</b>	£0	£0

Budget Notes
Income is negative due to an overpayment on an invoice issued by SEStran 23/24 that has been repaid in 24/25. No income beyond this correction is budgeted for this project

# EV Delivery

Budget Code: 92088  
 Responsible Officer: Michael Melton/Rebecca Smith  
 Manager: Brian Butler  
 RTS Objectives: 1, 4  
 Last Updated: 11/8/2024

Programme Status:

**Major Delay**

Finance Status:

**On Budget**

RTS Actions
<ul style="list-style-type: none"> <li>•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.</li> <li>•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</li> </ul>
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 an increased competition and better value in the final tender by presenting 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
<p>Consultant procurement was completed later than anticipated, which has led to further programme delays, but overall these are minor and with end dates being delayed by around 1 month. Fortnightly working groups meetings are approx. monthly steering groups have taken place over the quarter with the aim of creating a procurement plan and documents that can be used by each LA, whether separately or as part of joint procurement(s).</p>
Q3 Progress
<p>Oversight group met in early October who agreed to proceed with a regional grouping of 8 LAs (minus East Lothian and plus D&amp;G) with a lead authority approach. Documentation defining this agreement will be developed as part of a new piece of consultancy work to support the collaboration. This requires a regional budget pooling together the remaining EVIF funding which is to be approved. Ongoing steering group meetings to progress the project with LA officers.</p>
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Form governance structure	4/30/2024	8/31/2024	4/30/2024	Complete	8/19/2024
Procure PM & consultant support	5/31/2024	6/7/2024	6/19/2024	Complete - Late	8/19/2024
Procurement docs complete	9/30/2024	10/31/2024	10/19/2024	Complete - Late	11/8/2024
Procurement begins (scope tbc)	10/31/2024	2/28/2025		Delayed	11/8/2024
Tender awarded (scope tbc)	5/30/2025	10/31/2025		Delayed	11/8/2024

Budget		
	Income	Expenditure
<b>Original Budget</b>	£0	£35,000
<b>Current Budget</b>	£0	£35,000
<b>Spend to Date</b>	£0	£0
<b>Remaining</b>	£0	£35,000
<b>Predicted future spend</b>	£0	£35,000
<b>Predicted total spend</b>	£0	£35,000
<b>Predicted Variance</b>	£0	£0

# Regional Bus Strategy

Budget Code: 92087  
 Responsible Officer: Rachael Murphy  
 Manager: Keith Fiskin  
 RTS Objectives: 1, 3, 4  
 Last Updated: 11/11/2024

Programme Status: On Target

Finance Status: Underspend

RTS Actions
<ul style="list-style-type: none"> <li>•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)</li> <li>•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</li> <li>•Deliver the bus priority interventions funded by Transport Scotland’s Bus Partnership Fund and subsequently identified by the Regional Bus Priority study</li> <li>•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</li> </ul>
Project Summary
<p>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 began the process of shaping a Regional Bus Strategy for the South East of Scotland.</p>
Q1 Progress
<p>Consultants procured (Systra + Stantec)                      Local Authorities and operators engaged                      Inception documents created                      EQIAs drafted                      Case for Change first draft shared with SEStran                      Summary shared as part of board papers</p>
Q2 Progress
<p>Increased Budget                      C4C shown to the board and accepted (ongoing drafting)                      As the study is so multi-faceted, the decision was signed off by the partnership director to draft the strategy's policies and actions before appraising a shorter list of options that are perceived by our authorities and stakeholders to be realisable.                      RBS main body in progress</p>
Q3 Progress
<p>Development of draft strategy policies and actions against a number of 'qualities' like service level is underway                      SEStran staff have read through these, and engagement resources are being developed for LAs                      The board, a smaller group from our IMF forum and operators will work through the document in Q4</p>
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Case for Change	5/17/2024	5/30/2024	5/30/2024	Complete - Late	8/26/2024
Draft actions and policies	12/31/2024				11/11/2024
Options Appraisal					

Budget		
	Income	Expenditure
<b>Original Budget</b>	£150,000	£225,000
<b>Current Budget</b>	£150,000	£175,000
<b>Spend to Date</b>	£150,000	£57,721
<b>Remaining</b>	£0	£117,279
<b>Predicted future spend</b>	£0	£117,279
<b>Predicted total spend</b>	£150,000	£175,000
<b>Predicted Variance</b>	£0	£0

Budget Notes
<p>Est budget reduced by £50k as it is now thought unlikely that the additional work required can be completed in 24/25 - it is expected a request will be made to carry this funding into 25/26 to allow the work to complete</p>

# Transport to Healthcare

Budget Code: 92062  
 Responsible Officer: Rachael Murphy  
 Manager: Keith Fiskin  
 RTS Objectives: 2  
 Last Updated: 11/4/2024

**Programme Status:** On Target

**Finance Status:** On Budget

RTS Actions
• Support the delivery of bus services and infrastructure measures which ensure access to healthcare for all
Project Summary
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.
Q1 Progress
1-1s with all four health boards, NHS Assure, Scottish Ambulance Service 1st group meeting with these stakeholders Project with Urban Tide progressing, but election means communicating project is paused *challenge* Want to see more leadership UT in meetings with CPC etc *challenge*
Q2 Progress
Update from CPC on how to talk to potential partners about TtH project with DfT funding Further meeting of TtH group and agreement on desire for 'learning network' for at least next six months
Q3 Progress
Building relationship with PHS and VHS Speaking about our work at PHS conference Keen to move towards decisions about next year's efforts with health boards but concerned that there's not sufficient impetus for a decision.
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
First meeting with all boards	5/16/2024		5/16/2024	Complete	8/19/2024
Agreed projects for collaboration	8/31/2024	3/31/2025		Delayed	11/4/2024

Budget		
	Income	Expenditure
<b>Original Budget</b>	£0	£10,000
<b>Current Budget</b>	£0	£5,000
<b>Spend to Date</b>	£0	£0
<b>Remaining</b>	£0	£5,000
<b>Predicted future spend</b>	£0	£5,000
<b>Predicted total spend</b>	£0	£5,000
<b>Predicted Variance</b>	£0	£0

Budget Notes
Est budget reduced by £5k as it is now thought unlikely that this can be spent in full. Balance moved to Rail Strategy work in Newburgh to allow additional comms and marketing.

# Regional Freight Strategy

Budget Code: 92080  
 Responsible Officer: Keith Fisken  
 Manager: Keith Fisken  
 RTS Objectives: 1, 4  
 Last Updated: 11/11/2024

**Programme Status:** On Target

**Finance Status:** On Budget

RTS Actions
<ul style="list-style-type: none"> <li>Work with partners to identify, through the further development of the SEStran Freight Strategy, locations where Freight Consolidation Centres could be located</li> <li>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</li> <li>Identify opportunities to implement innovation and automation in the freight and logistics industry in the region, including the delivery of relevant pilot projects</li> <li>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</li> </ul>
Project Summary
<p>Within the RTS SEStran supports, where appropriate, the development of new or enhanced rail freight services in the region. 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. 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
<p>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</p>
Q2 Progress
<p>EU FUSION - Developing draft for Horizon proposal with partners submission in September                      ACCESS for Goods proposal was rejected by funders, well received but a very competitive fund.</p>
Q3 Progress
<p>SEStran Logistics and Freight forum was held on 21st November with presentations on the regional strategy delivery plan and implications for freight and on further applications for drone use in the Hitrans region.</p>
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Present option to freight forum	5/30/2024		5/30/2024	Complete	8/19/2024
Access for goods funding feedback	7/31/2024		8/8/2024	Complete - Late	8/19/2024
Submit FUSION Proposal	9/6/2024		9/6/2024	Complete	11/11/2024

Budget		
	Income	Expenditure
<b>Original Budget</b>	£0	£10,000
<b>Current Budget</b>	£0	£10,000
<b>Spend to Date</b>	£0	£0
<b>Remaining</b>	£0	£10,000
<b>Predicted future spend</b>	£0	£10,000
<b>Predicted total spend</b>	£0	£10,000
<b>Predicted Variance</b>	£0	£0

# RTS Delivery Plan

Budget Code: 92042  
 Responsible Officer: Rachael Murphy  
 Manager: Keith Fiskin  
 RTS Objectives: 1, 2, 3, 4  
 Last Updated: 11/11/2024

**Programme Status:** On Target

**Finance Status:** Risk of Underspend

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 EESCRD 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
Matrix work continued, combined with GIS data from PIP Some delay due to summer holidays Commitment to host 1-1 meetings with LAs on their projects 1-1 meetings with RPF projects to gain context. Ewan drafting note.
Q3 Progress
Matrix is with LAs to share projects Discussion of best mapping procedure to consider the projects Discussion of role of Transport Scotland in the group's meetings Milestone on Baselineing of projects not achieved. This is due to the internal decision to meet with all the Regional Prosperity Framework leads individually, in order to fully understand their transport dependencies, which could be fulfilled by projects in the matrix. Doing this ourselves now will offer two obvious benefits: it's an opportunity to build relationships with RPF leads and it could reduce work (and thus cost) undertaken by a consultant in the next stage.
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Project preparation	5/31/2024		3/31/2024	Complete	8/19/2024
Baselining	7/31/2024	11/30/2024		Delayed	11/11/2024
Matrix of projects	11/30/2024			On Track	8/30/2024
Procurement of consultant support	12/31/2024			On Track	8/30/2024
Identify Priority Project Phases	12/31/2024			On Track	8/30/2024
Develop wider RTS Action Plan	6/30/2025			On Track	8/30/2024
Drafting of RTS Delivery Plan Report	11/30/2025			On Track	8/30/2024

Budget		
	Income	Expenditure
<b>Original Budget</b>	£0	£20,000
<b>Current Budget</b>	£0	£20,000
<b>Spend to Date</b>	£0	£0
<b>Remaining</b>	£0	£20,000
<b>Predicted future spend</b>	£0	£20,000
<b>Predicted total spend</b>	£0	£20,000
<b>Predicted Variance</b>	£0	£0

# Rail Strategy

Budget Code: 92047  
 Responsible Officer: Keith Fisken  
 Manager: Keith Fisken  
 RTS Objectives: 1, 3, 4  
 Last Updated: 11/11/2024

**Programme Status:** On Target

**Finance Status:** On Budget

RTS Actions
<ul style="list-style-type: none"> <li>Work with key stakeholders (Transport Scotland &amp; Network) rail to develop new rail infrastructure supported by appropriate appraisal and business case development</li> <li>Opportunities should be explored with partners to introduce new services, including more direct links across the region, national boundaries and cross-city connections</li> </ul>
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
Newburgh community stakeholder meeting to support appraisal set up for September Quarterly rail meeting held with stakeholders on 4th September Winchburgh steering group in place to progress station development, will meet monthly
Q3 Progress
The Newburgh stakeholder event was held in Newburgh with great representation from numerous stakeholder group exploring the impact that a station could have on Newburgh and the surrounding area. The final addendum to the appraisal with notes from the meeting will be submitted to Transport Scotland in November for consideration SEStran attended the latest Winchburgh steering group meetings
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
n/a					

Budget		
	Income	Expenditure
<b>Original Budget</b>	£0	£2,500
<b>Current Budget</b>	£0	£7,931
<b>Spend to Date</b>	£0	£2,931
<b>Remaining</b>	£0	£5,000
<b>Predicted future spend</b>	£0	£0
<b>Predicted total spend</b>	£0	£2,931
<b>Predicted Variance</b>	£0	£5,000

Budget Notes
Est budget increased by £5k with underspend from Transport to Healthcare to allow additional comms and marketing for Newburgh. Also £431 overspend on budget for Newburgh event covered from Sus Travel Awareness

**People and Place Plan**



**People and Place Plan 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	£455,849	£490,450	£455,849	£946,299	£0	£50,000	£50,000
Schools and Young People	Encouraging Active Travel: Young People	Local Authorities	£248,500	£231,650	£480,150	£224,500	£265,850			£0	£0	£224,500	£265,850	£490,350	£-24,000	£34,200	£10,200
Schools and Young People	Access to Bikes: Young People	Local Authorities & Third Parties	£0	£608,795	£608,795	£0	£65,000			£0	£458,795	£0	£523,795	£523,795	£0	£-85,000	£-85,000
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	£24,000	£185,000	£38,130	£10,000	£0	£0	£62,130	£195,000	£257,130	£15,606	£60,000	£75,606
Accessibility and Inclusion	Street Audits and Enabling Facilities	Local Authorities	£0	£500,000	£500,000	£0	£460,800			£0	£0	£0	£460,800	£460,800	£0	£-39,200	£-39,200
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	£592,600	£470,500			£0	£0	£592,600	£470,500	£1,063,100	£26,000	£-15,000	£11,000
Accessibility and Inclusion	Access to Bikes	Local Authorities & Third Parties	£0	£431,016	£431,016	£0	£190,000			£0	£236,016	£0	£426,016	£426,016	£0	£-5,000	£-5,000
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	£25,000	£0	£0	£0	£25,000	£0	£25,000	£-75,000	£0	£-75,000
Capacity and Capability Building	Programme Preparation for 2025/26 onwards	SEStran	£80,000	£0	£80,000	£0	£0	£52,502	£0	£0	£0	£52,502	£0	£52,502	£-27,498	£0	£-27,498
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	£67,498	£50,000	£0	£0	£67,498	£50,000	£117,498	£27,498	£0	£27,498
Capacity and Capability Building	Contingency	n/a	£21,582	£0	£21,582	£0	£0	£75,000	£0	£0	£0	£75,000	£0	£75,000	£53,418	£0	£53,418
			<b>£1,913,954</b>	<b>£3,412,200</b>	<b>£5,326,154</b>	<b>£841,100</b>	<b>£1,637,150</b>	<b>£323,130</b>	<b>£60,000</b>	<b>£749,724</b>	<b>£1,715,050</b>	<b>£1,913,954</b>	<b>£3,412,200</b>	<b>£5,326,154</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

**People and Place Plan 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 24/25 decisions Online tool developed for transparency on where all funding is being spent and results of this	Unlikely	Moderate	Low Risk	Consultation on draft future plan in October 2024 Meetings with LAs to be planned in Jan 25 to develop project proposals for 25/26	Monitoring tool live	In Progress	29/01/24	23/10/24	MM
PPP14	Reduction in revenue funding 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	24/25 programme revised to retain revenue funding in key areas such as communities and walking/wheeling 25/26 plan to be built up from assumed revenue split to mitigate this impact from the start Programme wide 25/26 IIA to be developed along with guidance eon how this should be adapted at a project delivery level	Possible	Moderate	Medium Risk	As per planned response/mitigations 23/10/24		In Progress	25/03/24	24/10/24	MM
PPP18	Lack of resource to deliver 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 underspend. Keep reserve list of projects that can be funded if underspend develops	Possible	Moderate	Medium Risk	Continue to develop and add to contingency projects.  Review underspend and available contingency with view to reaward by end of Nov.	Review reserve list of projects by 31/07. Develop proposal for contingency by 31/07.	In Progress	12/04/24	23/10/24	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 LA and third parties distributed between the team to share workload	Unlikely	Moderate	Low Risk	Explore option for recruitment of additional resource to support with community fund in run up to 25/26 (aim to be in post by early Jan 25)	New Comms Officer started in Autumn.	In Progress	12/04/24	23/10/24	MM
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 award of this need for flexibility Develop plan to allow for inclusion of public transport and integrated mode projects. TS have stated that sustainable transport measures will be included under future funding for PPP.	Probable	Moderate	Medium Risk	Meetings with LAs to be planned in Jan 25 to develop project proposals for 25/26 to include sustainable transport Case studies to be developed on existing projects to demonstrate value of investment	Delivery has been developed incorporating sustainable transport	In Progress	28/05/24	23/10/24	BHJ
PPP26	There is a risk of a cumulative effect of funding confirmation delays and delays to procurement of work being delivered by local authorities that leads to no/limited delivery and/or underspend	Probable	Moderate	Medium Risk	Ongoing discussions with LAs to understand problems early. Flexibility with grant process to move money between projects.	Possible	Moderate	Medium Risk	Consider options for 25/26 by 30/11		In Progress	03/07/24	23/10/24	BHJ
PPP27	There is a risks of mistakes / inaccuracy as we use Excel / Word documents instead of automatic system, which could lead to errors in grant claims, submissions to TS, on funding agreements etc	Probable	Moderate	Medium Risk	One Excel doc to track budget. Implemented budget change tracker. Automated cross checking.	Possible	Minor	Low Risk	Investigate cost benefit of alternative system in Q3		In Progress	03/07/24	23/10/24	MM
PPP28	A lack of capacity within local authorities results in either poor quality, inconsistent, or a lack of monitoring data being collected on projects, which lead to difficulty in demonstrating impact of funded projects to Transport Scotland and more widely	Probable	Moderate	Medium Risk	Continued engagement with LAs to understand what support can be offered in 24/25, but given current position within delivery year impact of this is limited Progress case study work with interested LAs to support what quantitative data can be collected	Probable	Moderate	Medium Risk	Develop plans for additional M&E support for local authorities for 25/26 during Q3		New	23/10/24	23/10/24	MM
PPP29	A lack of clear guidance alongside lack of capacity results in inconsistent monitoring data being collected on all projects, which complicates a programme level evaluation and leads to difficulty in demonstrating impact of funded projects to Transport Scotland and more widely	Probable	Moderate	Medium Risk	Continued engaged with all partners to understand what support can be offered in 24/25, but given current position within delivery year impact of this is limited	Possible	Moderate	Medium Risk	Procure evaluation consultant to support with 24/25 evaluation - by mid Q3 Develop plans for additional M&E support for all projects for 25/26 during Q3		New	23/10/24	23/10/24	MM

**People and Place Plan 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
PPP30	Delays to award of 25/26 funding lead to reduced delivery period (and potential to miss summer delivery window) leading to underspend in the programme and/or reduced impact (also see issue ref PPP01 re 24/25)	Highly Probable	Moderate	High Risk	Work to TS timescales to ensure 25/26 plan proposals are submitted on time Take delivery plan and associated grant funding documents to December Board for approval to allow time to run processes prior to 31st March Plan timeline to ensure grant awards can be made in principle by 31st March subject to TS funding confirmation	Highly Probable	Minor	Medium Risk	Develop grant process documents - by 22.11 Develop grant application and award timeline - by 22.11 Discuss options for Board approval of P&P budget in principle in advance of funding outcome - during Q3		New	23/10/24	23/10/24	MM
PPP31	25/26 delivery proposals are not approved by Transport Scotland AO process, leading to no funding for 25/26 delivery	Unlikely	Catastrophic	Medium Risk	Ongoing engagement with TS to ensure alignment and answer any questions Iterative discussions with TS as plans for 25/26 progress	Remote	Catastrophic	Low Risk	As per planned mitigations 23.10		New	23/10/24	23/10/24	MM
PPP32	Community fund - Risk to SEStran reputation where projects are not successful in receiving funding. This risk is amplified by the lack of certainty of funding for 25/26 delivery.	Probable	Moderate	Medium Risk	Develop clear applications guidance and criteria to support applications and when confirmed make budget clear to manage expectations Ensure programme is sufficiently resourced to offer pre application support and guidance where necessary	Possible	Minor	Low Risk	As per planned mitigations 23.10		New	23/10/24	23/10/24	MM
PPP33	Community fund - Delivering the fund requires more or less work than expected, leading to either a lack or resource that impacts on other areas of delivery, or an over resourcing programme leading to lower value for money	Possible	Major	Medium Risk	Seek funding certainty from TS as early as possible to ensure size of fund and therefore resource needed can be identified. Given this dependency, no other mitigations are possible at this time	Possible	Major	Medium Risk	As per planned mitigations 23.10		New	23/10/24	23/10/24	MM
PPP34	Community fund - Challenge of recruiting for resource to help prepare the fund prior to 31st March with no funding certainty, which could lead to delays in launching the fund and/or knock on resource implication to other areas of delivery	Probable	Moderate	Medium Risk	Seek funding certainty from TS as early as possible to ensure resource needed can be identified. Explore shorter term options to recruit, including secondment from partner organisations.	Possible	Moderate	Medium Risk	As per planned mitigations 23.10		New	23/10/24	23/10/24	MM

### People and Place Issues Log

Issue Ref	Description	Severity	Next Steps (date and who)	Lessons Learnt	Status	Date Raised	Last Updated	Owner
PPP01	The funding confirmation from Transport Scotland was received in mid-April rather than mid-late March, which led to a knock on delay to SEStran Board approval for the budget, and subsequent funding awards not being issued until 2nd May, 1 month into the delivery year. This has reduced the delivery year from 12 to 11 months, resulting in impacts to project delivery and spend that require mitigation.	Medium	Discuss with each partner the impact of the funding award delay - complete Update spend profile and project budget based on these discussions - complete Retain flexibility for projects and budget to allow partners to pivot in case of knock on impacts of delays - ongoing Consider how Board approval could be sought in advance in future years - during Q3	tbc	In Progress	4/8/2024	10/24/2024	MM
PPP02	No funding can be accrued or claimed in advance for projects that will not complete by 31st March 2025 (with the exception of projects linked to the school year). This has affected one project - funding awarded to Sustrans for 2 officers to support Falkirk and West Lothian Council develop active travel behaviour change strategies. Given the delay to the funding award, recruitment took place later than expected, and only one post was filled. As these were envisaged as 12-month roles, the viability of the second officer (West Lothian) is now in doubt and may need to be removed from the programme, leading to an underspend of approximately £80k (revenue) in this programme area and potential lack of this project being delivered in West Lothian, with a potential knock on impact of delivery in 25/26.	Medium	Work with Sustrans to see if an internal secondment to the post would be possible - complete (was not possible) Develop contingency plan for use of underspend, to first prioritise delivery in West Lothian - Complete If no officer can be recruited, work with WLC to support development of plans for delivery in 25/26 - Complete Final sign off of budget reallocation - by 30th Nov 24	tbc	In Progress	7/3/2024	10/24/2024	MM
PPP03	Several delivery partners have raised concerns around the length of time taken to make grant payments to them, which has caused them issues with cashflow. At present, it can take 5-6 weeks from claim submission to payment, taking into account time to internally check claims (about 1 week), gain approval for payment within SEStran (2-3 days), and then for CEC to process payments (28 days)	Medium	Work with affected organisations to support claims in advance and/or mid quarter claims during Q2 - complete Review claim process to look for efficiencies and ensure payment timescales are clear - complete Discuss payment timescales with CEC - during Q3	tbc	In Progress	9/2/2024	10/24/2024	MM

## People and Place Plan - Local Authority Projects

Budget Code: 92092, 92093  
 Responsible Officer: Beth Harley-Jepson, Rebecca Smith, Sandra Lavergne  
 Manager: Michael Melton  
 RTS Objectives: 1, 2, 4  
 Last Updated: 11/11/2024

**Programme Status:** On Target

**Finance Status:** On Budget

Project Summary
This area of the PPP covers all grants to Local Authorities. Projects cut across all of the themes of the Plan as set out by Transport Scotland. In total, grants have been awarded to the 8 SEStran Local Authorities to deliver 78 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 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
Reports and grant claims were received at the start of Q1 detailing spend to date and activities completed. Most projects here are running to plan, albeit most were not programmed to begin until Q2. Grant claims were slightly down on expected values, but not significantly so. Work has progressed over the quarter, with updates meetings being scheduled with all LAs towards the end of September.
Q3 Progress
Reports and grant claims were received at the start of Q3 detailing spend to date and activities completed. Overall, project progress has been good and (excluding the exceptions noted below) spend for non-local authority projects remains largely as expected, with a slight underspend across all projects in this area of around £30,000. Spend in this area has been further reduced by are=bout £140,000 due to 2 local authorities not submitting grant claims for Q2 - discussion with them have taken place and this spend is expected to be caught up in Q3 and A4. Progress meetings have generally been positive, and the next round of these will take place in December and January to discuss Q3 progress.
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Project award	4/1/2024	4/30/2024	4/30/2024	Complete - Late	5/28/2024
Inception Meetings	5/31/2024		5/24/2024	Complete	5/28/2024
Q1 Reporting & Claims	7/12/2024		7/9/2024	Complete	8/5/2024
Q2 Reporting & Claims	10/11/2024		10/11/2024	Complete	11/11/2024
Q3 Reporting & Claims	1/17/2025			On Track	11/11/2024
Q4 Reporting & Claims	4/11/2025			On Track	11/11/2024

## People and Place Plan - Non Local Authority Projects

Budget Code: 92092, 92093  
 Responsible Officer: Beth Harley-Jepson, Rebecca Smith, Sandra Lavergne  
 Manager: Michael Melton  
 RTS Objectives: 1, 2, 4  
 Last Updated: 11/11/2024

**Programme Status:** On Target

**Finance Status:** On Budget

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 meetings have also been held with each organisation to discuss reporting requirements. Once project has had its grant award increased by £3,976 due to a complexity around VAT - this has been covered by the overall plan contingency.
Q2 Progress
Reports and grant claims were received at the start of Q2 detailing spend to date and activities completed. Most projects commenced work in Q1, with good progress reported overall. One project has become undeliverable due to recruitment challenges, with alternative options for use of this funding being explored. Grant claims were slightly down on expected values, but not significantly so. Work has progressed over the quarter, with updates meetings being scheduled with all third parties towards the end of September.
Q3 Progress
Reports and grant claims were received at the start of Q3 detailing spend to date and activities completed. Overall, project progress has been good and spend for non-local authority projects remains largely as expected, with a slight underspend across all projects in this area of around £30,000. Progress meetings have generally been positive, and the next round of these will take place in December and January to discuss Q3 progress.
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Project award	4/1/2024	4/30/2024	4/30/2024	Complete - Late	5/28/2024
Inception Meetings	5/31/2024		5/24/2024	Complete	5/28/2024
Q1 Reporting & Claims	7/12/2024		7/9/2024	Complete	8/5/2024
Q2 Reporting & Claims	10/11/2024		10/11/2024	Complete	10/31/2024
Q3 Reporting & Claims	1/17/2025			On Track	11/11/2024
Q4 Reporting & Claims	4/11/2025			On Track	11/11/2024

## People and Place Plan - SEStran Projects

Budget Code: 92092, 92093  
 Responsible Officer: Beth Harley-Jepson, Rebecca Smith, Sandra Lavergne  
 Manager: Michael Melton  
 RTS Objectives: 1, 2, 4  
 Last Updated: 11/11/2024

**Programme Status:** On Target

**Finance Status:** On Budget

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
Progress in Q2 continues to be running to plan. Despite the late award of the programme development tender, this work remains on its original programme to report to the Board in December. A successful knowledge sharing workshop was held on 29th August with all 8 LAs being represented for a discussion on common approaches and areas of focus, as well as focusing on the 25/26 onwards plan development.
Q3 Progress
The focus of this workstream in Q3 has primarily been on completing work on the 25/26 and onwards P&P Delivery Plan and other processes for 25/26 that will require Board approval in December. To this end, a first draft of the Delivery Plan was shared with stakeholders for comment in early October, with responses currently being analysed and updated made as needed. The plan remains on track to be presented to the December Board where a fuller update will be given. Time has also been spent forward planning grant processes for 25/26 to seek Board approval where required in line with the Grant Standing Orders. Collaborative work has also been undertaken with SPT and Tactran on development of a community small grants fund.
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Award monitoring tender	4/26/2024		4/26/2024	Complete	5/28/2024
Award plan development tender	5/31/2024	6/7/2024	6/7/2024	Complete - Late	5/28/2024
Q1 report to TS	7/12/2024		7/12/2024	Complete	8/5/2024
Q2 Knowledge Sharing Event	8/29/2024		8/29/2024	Complete	8/30/2024
Q2 Report to TS	10/14/2024		10/14/2024	Complete	11/11/2024
25/26 Plan consultation complete	10/25/2024		10/25/2024	Complete	11/11/2024
25/26 Plan approved by Board	12/6/2024			On Track	11/11/2024
Q3 Report to TS	1/17/2025			On Track	11/11/2024
Q4 Report to TS	4/15/2025			On Track	11/11/2024
24/25 evaluation report to TS	6/30/2025			On Track	11/11/2024





**RTP Active Travel People and Place Programme Reporting**

This template should be used by Regional Transport Partnerships to report quarterly on their Active Travel people and Place Programme grant progress. The focus of this report should be on financial management, outcome progress, and risk reporting.

<b>Name of Organisation</b>	<b>SEStran</b>	<b>Name of Programme</b>	Active Travel People and Place Programme
<b>Total Value of Grant</b>	<b>£5,326,154</b>	<b>Reporting period</b>	<b>Q2</b>

**The expected outcomes of the Grant are:** With due regard to (1) Regional Transport Strategies, (2) Local Authority programmes of active travel infrastructure delivery, (3) Community Planning Partnerships and Local Outcomes Improvement Plans (LOIPs), and in line with the national Active Travel Framework, to:

- Increase the proportion of short everyday journeys by walking, wheeling and cycling;
- Increase positive attitudes towards / increase propensity to walking, wheeling and cycling;
- Increase the proportion of journeys to school by walking, cycling and wheeling;
- Increase the frequency of walking, wheeling and cycling for pleasure / exercise;
- Increase positive perceptions of safety of walking, wheeling and cycling;
- Reduce the proportion of people identifying barriers to walking, wheeling and cycling;
- Increase the delivery capacity and capability of the active travel sector to better achieve these outcomes.

**The targets/milestones against which progress in achieving expected outcomes shall be monitored are:** In line with the People and Place Monitoring and Evaluation Framework:

- Quarterly reports including information on:
  - **Section A:** Narrative on overall progress;
  - **Section B:** Financial management;
  - **Section C:** Delivery against expected project outputs;
  - **Section D:** Risk management;
- Programme spend completed by March 2025.
- Final Evaluation Report submitted by end June 2025.

## RTP Active Travel People and Place Programme – Quarterly Report

### Section A. Summary:

Narrative on overall progress over the past quarter

As in quarter 1, the vast majority of the 100 projects funded across the SEStran area are currently on track and on budget. Where there are delays or budget underspends, these are being actively managed, and the full regional programme is on time and on budget. Meetings have been held with all except 1 of our 8 Local Authorities and 10 Delivery Partners at the end of Q2 to ensure good progress on project delivery and to mitigate any potential risks early on.

Claims for Q2 are coming in slightly under the budgeted amount, which is mainly due to no claims being received from Fife and West Lothian Councils (total value of both claims was expected to be around £180k) but this has been offset in part by other claims being above the projected values (about £20k) – see more detail in the financial management. The final Q2 claim will therefore include a small request for funding in advance to cover claims expected mid-quarter (to the value of £150k) meaning the final Q2 claim (subject to final checks) is expected to be £7,294 under the projected value.

Key project progress under the 4 themes (plus access to cycles) has been as follows:

- On **access to cycles**, Cycling Scotland are working to fund 400 bikes aimed at young people across the region, and The Bike Station's Wee Bike Library in Edinburgh has experienced demand almost double their capacity, with 394 loans so far this financial year. Cycling UK have distributed funds to 21 organisations across the region, including 96 bike repairs and 84 people now with access to a safe and appropriate cycle. East Lothian Council now have 1 Brompton Bike available for public hire in Prestonpans, with 3 more to follow in other towns in Q3.
- For **schools and young people**, intensive active travel programmes supported by dedicated members of staff are now underway in 7 high school clusters across the region. With the school holidays now finished and recruitment for new posts complete, the focus of these projects has been on delivery. A highlight of this have been a 'bike-packing' session run in West Lothian under the '#AndSheCycles' programme. On wider school engagement, WOW is now up and running in 55 schools in the region, and local authorities are working on delivering a number of projects directly including school travel plans in Clackmannanshire and installation of bike storage in East Lothian.
- Whilst a smaller element of SEStran's programme, progress in delivery in **workplaces** has been ongoing, with new cycle storage installed or currently being installed at 3 local authority workplaces in the region, several workplaces including the Scottish Legal Aid board are beginning work with TravelKnowHow in Edinburgh, and East Lothian Council have been planning an employer event. Our more intensive workplace project with NHS Fife has seen the delivery of the first ebikes for staff use, as well as the recruitment of 4 volunteer active travel champions to support the project from within NHS Fife.
- Under **accessibility and inclusion**, Cycling UK's Connected Communities hub in Haddington has continued to develop after being established in Q1, with 20 bike loans in the period. Work delivered by Local Authorities has seen a range of successes, from 38 secure cycle parking units being installed in Edinburgh in Q2 and subsidies now in place for users of the cycle lockers (including a 75% reduction in the fee per space in SIMD deciles 1-3), the East Lothian walking Festival and

## RTP Active Travel People and Place Programme – Quarterly Report

Midlothian Outdoor Festival completing successfully, Fife Council launching their [Share with Care](#) campaign and in East Lothian discussions are continuing around delivering active travel prescribing with NHS Lothian. Other highlights of this strand of work have included:

- The Thistle Adaptive Cycles project, which has supported 231 people across two sites in Edinburgh (Craigmillar and Saughton), and has established relationships with the Active Schools Network (ASN) in Edinburgh with four sessions arranged across October and November.
  - The University of Edinburgh, which has seen successful uptake of the UniCycles with 62 out of 70 hired out so far. 40 staff and students have requested and been offered one to one cycle training and, so far, 51 hours of training have been delivered to 17 individuals.
  - The Bike Statin, which ran a successful summer cycle events programme with a total of 98 attendees followed by an autumn programme with a total of 137 attendees.
  - Forth Environment Link rheumatology project with NHS Forth Valley, which progresses with 20 patients currently taking part and 4 being on waiting list.
- In building **capacity and capability**, the embedded behaviour change strategy officer has been progressing with the early stages of writing an ATBC Strategy for Falkirk Council. SEStran held a successful workshop to bring together all local authorities in the region, with all attendees rating the event good or excellent. An [online dashboard](#) is now in place to provide public information on all of the projects being funded, and discussions are ongoing around end of year evaluation. Finally, the first draft of SEStran's future People and Place delivery plan has been completed and issued to stakeholders for feedback.

There have been several common challenges reported across projects over the quarter:

- Local Authority procurement processes have resulted in project delays across several local authorities and project types, but particularly with cycle storage infrastructure.
- Across the range of cycle storage projects, there have been challenges around site selection and the need for more extensive enabling works than was expected.
- Storage of ebikes, particularly in local authority buildings, has not been possible in some areas due to insurance prohibiting this, which is impacting delivery of projects that relied on this. East Lothian Council are seeking external support to identify a technical solution to this that may be replicable across all LAs.
- Whilst recruitment had largely been successful for all projects, the timelines for this and the associated training time for new staff were underestimated in some projects which has led to project delays.

Looking ahead to Q3, some key projects milestones will be Fife Council's purchase of adapted cycles for use at outdoor sessions and across schools, the continued roll #/out of cycle parking at local authority workplaces and schools, delivery of active travel prescriptions in partnership with East Lothian Council and NHS Lothian and a trial of a bike library distribution model in the Falkirk high school cluster. SEStran will also complete work on the future People and Place delivery plan, presenting this to the Partnership board in December. A series of case studies will be prepared focusing on projects across the region, and work will continue to plan future knowledge sharing events.

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### Section B. Financial Management:

#### Part 1: Financial Claim:

Please provide details of any new financial claims made over the last period:

Date of Claim	Ref Number (if applicable)	Capital Claimed	Resource Claimed	Total Claim
22/07/2024				£96,680.44
12/09/2024		£830,388.61	£360,667.89	£1,191,056.50

#### Part 2: Historic Claims:

As a test check and financial audit, please list all claims you have made over the current financial year:

Date of Claim	Ref Number (if applicable)	Capital Claimed	Resource Claimed	Total Claim
14/06/2024		£294,604.53	£37,672	£332,276.53

#### Part 3: Financial Forecasting:

Each month Transport Scotland revises its financial forecast for the year. Please complete the below table with your expected claims that will be made for the coming year. We appreciate this may be high level and will carry a risk of significant change due to the nature of behaviour change programmes

Month	Expected Capital Claim	Expected Revenue Claim	Expected Total Claim	Month	Expected Capital Claim	Expected Revenue Claim	Expected Total Claim
Apr 2024				Oct 2024	£45,552	£114,633	£160,186
May 2024				Nov 2024			
Jun 2024	£294,605	£37,672	£332,277	Dec 2024	£972,648	£467,537	£1,440,185
Jul 2024	£14,732	£78,109	£92,841	Jan 2025	£108,072	£51,949	£160,021
Aug 2024				Feb 2025			
Sep 2024	£830,389	£360,668	£1,191,057	Mar 2025	£974,272	£682,879	£1,657,150

Please provide details of any payment to be accrued or paid beyond 31<sup>st</sup> March 2025:

Estimated £292,438 (£120,508 Rev, £171,930 cap) to be accrued and claimed in early April to account for invoices not received until on/soon after 31<sup>st</sup> March

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### Part 4: Over and Under Spend

Please provide any information on expected underspend or overspend that has developed or is at risk of developing as part of your investment (if possible, break it down by Capital/Revenue). Please also note any mitigation you are taking, and continue to inform your Transport Scotland Grant Manager:

The overall programme is currently running to budget, with no anticipated over or underspend. Within projects, a number of issues have been raised:

- Sustrans have been unsuccessful in recruiting the West Lothian behaviour change officer post – this has resulted in an underspend on this project of around £80k. Plans are in the final stage of approval to reallocate this to support iBike in West Lothian, so there is no wider programme impact
- Grant claims have not been received as anticipated in Q2 from Fife Council and West Lothian Council – for Fife Council this is due to the delay in purchasing adapted bikes which is due to now happen in Q3. Work is ongoing to understand the reasons for WLC not having submitted a claim
- The small programme contingency of around £40k has been allocated to delivery projects over the quarter to ensure it is spent
- Several other projects are reporting small underspends – a reserve project list is helping to reallocate these funds to ensure there is no impact on the overall programme spend

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### Section C. Delivery against expected project outputs:

Please provide examples of progress/delivery against expected project outputs under each of the People and Place themes. As well as successes we are equally interested in areas where there are delivery challenges to highlight or good practice/lessons learned to share.

<b>Active Schools and Young People</b>	
<b>Project Name</b>	<b>Access to Bikes – Young People</b>
<p><b>Outputs delivered to date</b>  <i>(A description of this project’s key achievements, milestones met, progress against objectives, priorities for next quarter)</i></p>	<p><b>Cycling Scotland</b> – FEL supported to purchase bike fleet to distribute to 11 primary schools in Clackmannanshire, expected to complete distribution by December 2024. Six partnership projects under development across the region to distribute over 400 cycles in a range of settings.</p> <p><b>Clackmannanshire Council</b> - Requirement identified for an adaptive bike at Alva Academy. Discussion to be had with Council Wellbeing and Employability department to ascertain need for bikes for job seekers before decision made on adaptive bike purchase.</p> <p><b>Scottish Borders Council</b> - This programme will be delivered over the winter period, with school engagement taking place prior to October break, and the aim of resource acquisition and delivery taking place Nov-Feb.</p> <p><b>The Bike Station - Wee Bike Library</b> - There has been a large demand for the project. So far, they have delivered 394 bikes from their branches in Edinburgh. They have had 690 new sign ups in Edinburgh bringing their total to 1252 customers in Edinburgh since the start of the project in August 2023. They are increasing their data collection across the project to ensure the project is impactful across the community.</p>
<p><b>Delivery challenges / lessons learned</b>  <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i></p>	<p><b>Cycling Scotland</b> - Cycle parking and storage requests being out of scope has led to some organisations not being supported. Collaboration with organisations already engaged with young people has proved an effective route to getting cycles distributed and working with organisations and delivery partners experienced in bike procurement has streamlined processes.</p> <p><b>The Bike Station - Wee Bike Library</b> - The primary challenge in delivering the project is keeping up with demand with the ratio between customers and the number of bikes provided in Edinburgh being 2:1.</p>

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Project Name	Active Ways to School
<p><b>Outputs delivered to date</b>  <i>(A description of this project's key achievements, milestones met, progress against objectives, priorities for next quarter)</i></p>	<p><b>Paths for All - Secondary School clusters Walking, Wheeling and Cycling programme</b> – A Development Officer for Schools has been working in Lasswade High School since the start of August. Q2 saw the delivery of the in- school assessment and the start of the promotional elements of delivery. An active travel survey has been administered to pupils; it shows that most pupils walk to school, with the bus being the second most popular option followed by being driven to school. Specific barriers that result in pupils being driven to school have been identified and conversations with key stakeholders are ongoing to address them.</p> <p><b>Sustrans – I Bike Schools</b> – In Q2, I Bike Schools has been active in 4 SEStran Local Authorities: East Lothian (12 schools and learning organisations), West Lothian (19 schools and learning organisations), Edinburgh (new colleague onboarding and planning) and the Scottish Borders (also new colleague onboarding and planning). A total of 155 activities were logged across these schools during Q2, with 1,582 pupil attendances.</p> <p>Some key figures:</p> <ul style="list-style-type: none"> <li>• 39 Cycling Skills sessions were held, with 369 pupil attendances and 11 school staff, supported by 7 regular volunteers.</li> <li>• 3 Family Cycle Skills sessions were held, with 25 pupil attendances and 56 other participants including parents and other children.</li> <li>• 3 Bikeability (National Standard) Cycle Training sessions were held, with 37 pupil attendances and 3 regular volunteers.</li> <li>• 23 Scooting Skills sessions were held, with 360 pupil attendances involving 24 school staff, supported by 1 regular volunteer.</li> <li>• 24 Led Rides were held, with 161 pupil attendances.</li> <li>• 13 Dr Bike / Dr Scooter sessions were held, with 113 pupil attendances.</li> <li>• 5 Bike / Scooter Maintenance Sessions were held with 6 pupil attendances.</li> </ul> <p>Activity in Q2 has been predominantly focused on planning and consolidation due to a large proportion of the quarter being taken up with the school summer holiday period. During this time, the I Bike Schools Officers ensured that all fleet equipment was serviced, maintained, and ready to use for the following school year. In addition, the Officers have reviewed all risk assessments and plans and attended training over the summer to provide fresh ideas and inspiration for the next delivery quarter.</p>

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In West Lothian, the School Officer has spent time developing the *And She Cycles* (#ASC) offer, aiming at engaging more girls to find the confidence to cycle. Through this work, the after-school club at Whitburn Academy enjoyed a bike-packing experience, which has had a significant impact on the participants. With direct support from the I Bike Officer, the #ASC West Lothian group has been running weekly sessions, taking the group from non-riders to confident individuals. A teacher who took part in the session said: *“The bike-packing trip was absolutely brilliant! It was challenging for them, but what stars they are, especially considering most of them joined the cycling club last week. What an adventure, 13 miles each way of bike-packing. That's impressive with the terrain, hills, mud, rain, cow pat, wind, no reception, and you don't know where you are. Many had never really been on a bike before or been away from home. I'm super proud of them.”*

In East Lothian, the Officer has been taking stock over the summer, planning and consolidating their plans for the term ahead, and ensuring all equipment is serviced and ready for delivery when the schools return in August. Along with engaging children in active travel across 12 schools, the Officer has identified an opportunity among the parents to encourage more active travel which led to the creation of a group of mothers to encourage them to cycle to school with their children.

**Forth Environment Link - Community Active Travel Programme – Schools** – In Q2, FEL successfully recruited the Falkirk High embedded officer. Both the Alva Academy and Falkirk High Active Travel Hubs were officially launched through a series of assemblies for each year group. These assemblies served to introduce the project and Project officer to both pupils and staff, as well as to gather baseline survey responses. Pupils were encouraged to complete the survey using a QR code during the assembly, a method that proved effective as over 2,000 responses were received across the 8 school hubs. In the Alva and Falkirk responses, several pupils quoted distance and bad weather as their main barriers to walking and cycling. Data will be fully analysed in early Q3. Assemblies were followed by ‘roadshows’, interactive fun day showcasing FEL’s work; they engaged with over 1,000 pupils in Alva and Falkirk High. Bike to School Week took place from the 23rd to the 27th of September 2024. During this week, FEL organised several activities at both schools, including a bike breakfast, a school-wide Strava challenge, and free bike servicing for pupils. Bike lights were given out as prizes for pupils who took part and support cycling as winter approaches.

**Living Streets – WOW programme** – In Q2, Living Streets achieved the target of 55 primary schools registered for WOW in the SEStran area across 6 Local Authorities. The WOW programme officially launched early September 2024 and by the end of Q2, 45 schools were actively engaged (tracking over 10%) on Travel Tracker. Some key figures: 117.81k journeys have been logged, 86% of these journeys on average have been done actively. Living Streets also provided online and in-person support to schools across the region and were involved in a road safety workshop organised by the City of Edinburgh Council Road Safety team.



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<p><b>Delivery challenges / lessons learned</b>  <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i></p>	<p><b>Paths for All</b> – The main lesson would be to start earlier in the year in making contacts in schools.</p> <p><b>Sustrans</b> – Significant decline in demand for virtual lessons, which used to be popular during lockdown. The number of schools signing up will be monitored and feedback sought from attendees to adjust the planning of these sessions.</p>
<p><b>Project Name</b></p> <p><b>Outputs delivered to date</b>  <i>(A description of this project’s key achievements, milestones met, progress against objectives, priorities for next quarter)</i></p>	<p><b>Encouraging Active Travel – Young People</b></p> <p><b>Clackmannanshire Council</b> – School Travel Plans are being revised with support from Living Streets. Recommendations and actions being addressed, such as banners for school railings being purchased (by Living Streets). School visits to Redwell, Craigbank and Sunnyside completed to understand issues. Living Streets targeting their WOW campaign in 5 primary schools, with active travel maps with new park and stride options being produced to present to parents. A contract for all cycling parking infrastructure (Young People and Employers combined) is now live on Public Contract Scotland with deadline October 2024.</p> <p><b>Scottish Borders Council</b> – YTD, over 550 pupils (P5 and P6 aged pupils) from 15 primary schools have received cycle safety training; a further 525 pupils across 27 schools are expected to receive training prior to the end of the financial year. P3 Cycle Skills pilot programme has started this academic term, enabling 64 pupils across 3 primary schools to receive core cycling confidence and competence training.</p> <p><b>Midlothian Council</b> - There has been a significant amount of background research and movement this project but not having the officer to drive this forward had created a delay. They have now recruited an officer and are confident of getting these off the ground and having these completed within the next quarter.</p> <p><b>East Lothian Council</b> - Major groundwork and installations took place throughout July and August at 4 x Primary Schools, increasing capacity to allow for storage of a further 70 bikes or scooters. Remedial works are now under way focused on the following:</p> <ul style="list-style-type: none"> <li>• Installing new scooter racks at 3 x Primary Schools</li> <li>• Relocating old cycle racks from Gullane Primary School to East Lothian Council’s Outdoor Learning facilities</li> <li>• Repairing damaged shelter roof panels at 1 x Primary School.</li> </ul>
<p><b>Delivery challenges / lessons learned</b>  <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i></p>	<p><b>Clackmannanshire Council</b> – Identifying sufficient storage space in schools or school playgrounds has been challenging in some locations due to other infrastructure and access issues. As schools are visited the scale of storage issues becomes clearer.</p>

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**City of Edinburgh Council - Bike4ever** - A new staff member took over the project which required handover time. There has been difficulty releasing staff members to support. However, 12 pupils from Prospect Bank have completed 1 day of cycling training and skills and sessions are organised for Q3.

**Midlothian Council** – The procurement side of purchasing large scale materials and resources has increased the project’s lead time extensively. Once suppliers have been set up, they’re confident that purchasing will be significantly easier.

### Workplaces

Project Name	<b>Active Ways to Work- Large Employer</b>
<b>Outputs delivered to date</b> <i>(A description of this project’s key achievements, milestones met, progress against objectives, priorities for next quarter)</i>	<b>Cycling Scotland</b> – At NHS Fife site, staff champions have been identified to promote the project with Greener Kirkcaldy. Some of the e-bikes have been purchased. Work has progressed to improve cycling facilities at NHS Fife Victoria Hospital with costed proposal agreed.
<b>Delivery challenges / lessons learned</b> <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i>	<b>Cycling Scotland</b> – Challenges around lack of funding for continuing the Cycling Friendly award support with workplaces.

Project Name	<b>Active Ways to Work – Other Employers</b>
<b>Outputs delivered to date</b> <i>(A description of this project’s key achievements, milestones met, progress against objectives, priorities for next quarter)</i>	<p><b>Clackmannanshire Council</b> - Planning and Estates department have agreed on a location for new storage at Council HQ (no planning consent required). Sustrans Embedded Officer is now in post and will support Staff Travel Plan review.</p> <p><b>Travel Know How</b> – Within Edinburgh, progress has been made across the projects that commenced in Q1. The four projects have been condensed into three after discussion with City of Edinburgh Council who will now have a larger budget to include additional support. CalCommuter, a workplace commuting calculator, is now being piloted into some of the projects to enable instant carbon and cost information to users completing travel surveys.</p> <p><b>City of Edinburgh Council</b> - Looking at multiple incentives to get staff walking including Step Count Challenge places and investigating bike parking at Waverley Court. They are also liaising with Cargo bike Movement prior to purchasing cargo bikes for staff to ensure the appropriate cycles are bought.</p> <p><b>Midlothian Council</b> - Monthly staff walks are running with between 10 and 15 participants each session. Staff are provided a healthy lunch as an incentive.</p>

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	<p><b>East Lothian Council</b> – A location for new staff cycle storage at ELC Outdoor Learning has been agreed and goods have been procured delivered and installed. New staff cycle storage for ELC site at Meadowmill is now complete and operational, with staff having access to secure, sheltered facilities that can be accessed via a shared PIN code. A Workplace Travel Forum Event is planned for October, with speakers invited, venue booked, and an invite issued.</p>
<p><b>Delivery challenges / lessons learned</b>  <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i></p>	<p><b>Clackmannanshire Council</b> - There is no baseline data currently for any storage/current cycling levels within the local authority. Currently identifying how to monitor behaviour change associated with capital items.</p> <p><b>Travel Know How</b> - There has been some delays in finalising surveys with employers, however these have been resolved and all surveys are set to go out to employers to collect data for the work. The mix of traditional, more in-depth surveys and piloting a more data-driven model (CalCommuter) will enable comparison and can allow for recommendations for future surveys across workplaces.</p> <p><b>Midlothian Council</b> - Significant research has gone into the cargo bike project with areas and teams identified for use of the bikes. There are logistical issues such as storage and bike batteries, however, a pivot to E-bikes available to staff has been suggested as a way of reducing barriers faced by their staff.</p> <p><b>East Lothian Council</b> - The forum event has been restricted by room availability, and therefore is being run in the same week as another county-wide event aimed at employers. To mitigate risk of low attendance as a result, ELC have decided to open the event out to all of the SEStran region to reach a wider potential audience and use this project to support the aims and objectives of colleagues across the region.</p>

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<b><u>Accessibility and Inclusion</u></b>	
<b>Project Name</b>	<b><u>Active Travel Hubs</u></b>
<b>Outputs delivered to date</b> <i>(A description of this project's key achievements, milestones met, progress against objectives, priorities for next quarter)</i>	<b>CyclingUK</b> - Project is developing positively with a local delivery plan in place and considerable delivery underway, including led rides, cycle training and bike maintenance training (42), cycle loans (20) and events. Loan of e-trike being utilised by outdoor learning and replacing some van trips. Siting for a storage container has been agreed. Several local case studies from cycle loans provided.
<b>Delivery challenges / lessons learned</b> <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i>	<b>CyclingUK</b> – The challenge of e-bike battery charging has been resolved using a portable charging unit.
<b>Project Name</b>	<b><u>Access to Bikes</u></b>
<b>Outputs delivered to date</b> <i>(A description of this project's key achievements, milestones met, progress against objectives, priorities for next quarter)</i>	<p><b>CyclingUK - Cycle Access Fund</b> - Worked with 21 organisations to distribute £86,812 across cycle repairs, recycled, shared and individual strands. 96 repairs completed, 84 individuals with access to a safe and appropriate cycle.</p> <p><b>Clackmannanshire Council</b> - Follow up meeting with Wellbeing and Employability departments required to understand whether this funding will be required. Potential to reallocate this funding for adaptive bike in Alva Academy to support wider behaviour change funded programmes.</p> <p><b>Scottish Borders Council</b> – Bikes are being provided to service users, Just Cycle expect to meet their 110 bike target by the end of January 2025. Currently identifying direct engagement opportunities through SBC Employability Team and NHS Teams.</p> <p><b>Fife Council</b> – Currently sourcing adapted cycles and looking for suitable storage solutions for the bikes. Once purchased, they will be used at Lochore Meadows, Fife Cycle Park as well as within schools.</p> <p><b>East Lothian Council</b> – Brompton bikes are now in place at Prestonpans Library, Haddington Library, Musselburgh Library, and will soon be in place at Dunbar library. The hub in Prestonpans is now live and has completed a small number of hires. The hubs in Musselburgh, Haddington and Dunbar should go live in Quarter 3.</p>

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<p><b>Delivery challenges / lessons learned</b>  <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i></p>	<p><b>East Lothian Council</b> – The original bike hire project was planned to use e-Bromptons, but these are currently unavailable for hire via Brompton. ELC had hoped to deploy the ebikes as pool bikes for ELC staff at least until a solution could be found for public hires. However, in September 2024 the Council’s insurance team advised that no ebike batteries could be charged in any council building. This means that even if Brompton were able to make ebikes live on their platform again, ELC would not be able to use any of our hubs to hire them out (as all are in ELC libraries). ELC are currently in the early stages of discussions with Cenex about a project to explore affordable solutions to charging infrastructure that will be more palatable to insurers.</p>
<p><b>Project Name</b></p>	<p><b><u>Encouraging Active Travel - Communities</u></b></p>
<p><b>Outputs delivered to date</b>  <i>(A description of this project’s key achievements, milestones met, progress against objectives, priorities for next quarter)</i></p>	<p><b>Clackmannanshire Council</b> – Contract to deliver Dr Bike in schools and community bike maintenance sessions now live on Public Contract Scotland with tender deadline October 2024.</p> <p><b>Scottish Borders Council</b> – The Walk-It project has been running for over 15 years; the PPP funding has enabled the Council to recruit a Walk-It coordinator, to recruit and manage more volunteers, to set up new Walk It Walks and projects, to run training sessions such as Walk Leader courses, to work closely with Border Wheels on an action plan, etc. A separate Community Event fund &amp; Project grant is now set up and the Community Cycling fund will be managed through the previous full evaluation panel process and combined with the SBC Events funding. EOIs are being sought for projects from local organisations. One project has been fully delivered for the Tour of Britain 2024 activation. This opportunity allowed SBC to lead out all P7 pupils and teachers including two pupils with accessibility support for the start of Stage 1 of Tour of Britain at Kelso in September 2024.</p> <p><b>City of Edinburgh Council</b> – The Thistle Adaptive Cycles project has supported 231 people across two sites (Craigmillar and Saughton), and they have established relationships with the Active Schools Network (ASN) in Edinburgh with four sessions arranged across October and November. On-street secure cycle parking in residential areas has seen 38 units installed in this phase since July 2024. Most hangars have been reduced in price for users by 50% to £3/month, while those in areas of SIMD deciles 1-3 have been reduced by 75% to £1.50/month.</p> <p><b>Midlothian Council</b> – The Midlothian Outdoor Festival at Lasswade High was a very successful day showcasing cycling as well as having bike mechanics present to look over bikes for those who came to the event. The Midlothian App is entering its final step of procurement, but this has caused it to be slightly delayed. Quotes have been produced from several suppliers.</p> <p><b>Fife Council</b> - New campaign, ‘Share with Care – Active Travel’ has been launched - <a href="#">Share with Care - Active Travel   Fife Council</a>. Fife Council are currently developing banners, social media and bus advertising to support the campaign.</p>

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	<p><b>East Lothian Council</b> – Work is progressing to install secure cycle storage at a location in Dunbar in partnership with Dunbar Harbour and Regeneration Trust and a local Architect to develop plans. Planning permission may be required, but can be covered by the grant to fund enabling works. Work continues on the Active Travel in partnership with colleagues from the NHS to integrate walking and cycling initiatives with the existing Exercise Referral Pathway in the primary care system in East Lothian. Cycling UK and GoJauntly were both brought into initial discussions to sketch out options for referrals. Bespoke challenges are currently being developed for the GoJauntly platform. The East Lothian Walking Festival was held 24 Aug – 1 Sep with PPP grant used to support:</p> <ul style="list-style-type: none"> <li>• Promotion and marketing</li> <li>• Providing refreshments for participants</li> <li>• Supporting sustainable travel options</li> <li>• Legacy walks on GoJauntly app</li> </ul> <p>The festival delivered approximately 50 walks/events (not including the Health Walks run by Ageing Well that were integrated into the festival). Ads were placed on the GoJauntly platform and the festival’s social media engagement was very effective in making more and wider connections.</p>
<p><b>Delivery challenges / lessons learned</b>  <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i></p>	<p><b>Clackmannanshire Council</b> – There is a need to ensure funding amplifies existing delivery in the region by other delivery partners, rather than duplication. Some of the work identified within the tender document will help shape funding for 25/26.</p> <p><b>City of Edinburgh Council</b> - There are issues with the storage of secure on street cycle hangers that have been purchased but not yet installed. The Council are investigating how this will impact the project.</p> <p><b>Midlothian Council</b> – The Active Travel video will potentially not be possible due to a lack of internal resources. This will be looked at more thoroughly in the next quarter to see if it is a possibility within this financial year.</p> <p><b>East Lothian Council</b> - It has proven very hard to tie down appropriate locations for shared cycle storage due to issues such as a lack of space and local objections to new infrastructure. This has led to the Dunbar secure shelter being behind schedule but remains on budget. A significant amount of lead time is clearly needed and ELC intend to take time to develop new processes in 2024-25 to help for next financial year.</p>

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Project Name	<u>Street Audits and Enabling Facilities</u>
<p><b>Outputs delivered to date</b>  <i>(A description of this project’s key achievements, milestones met, progress against objectives, priorities for next quarter)</i></p>	<p><b>Scottish Borders Council</b> – Due to a significant number of high priority projects across the Local Authority area, the Council has undertaken a review exercise to identify key areas of work. It’s been agreed that a focus should be made in Hawick and Jedburgh; both towns have had their respective Place Plans published which include Active Travel and Accessibility. The Council will support the feasibility element as part of this project.</p> <p><b>Midlothian Council</b> - Areas have been identified for tool stations installation. These will be installed at hubs/leisure centres with cycle racks. First installation at Bonnyrigg is being completed over the summer. Audit of road markings needing repainted at schools has been completed and a priority list has been devised – these have been sent to outside company for works to be completed before the end of Q3.</p> <p><b>Fife Council</b> – The design Team appointed to help with School Travel Plan route audits and Way Finder project in Levenmouth area. Some of the audits have been undertaken, feasibility and cost estimates are being developed.</p> <p><b>East Lothian Council</b> - A full audit of Tranent, Prestonpans and Haddington has been completed, with results uploaded to ELC’s own system for logging street works. Audits were informed by input from local residents, and are now complete. A review of the logged interventions has taken place, and we are currently working on a suite of designs to improve the centre of Tranent for walking. These designs will be progressed to completion next Financial Year.</p>
<p><b>Delivery challenges / lessons learned</b>  <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i></p>	<p><b>Midlothian Council</b> – There’s been a lack of in-house resources to deliver the tool station project.</p> <p><b>East Lothian Council</b> - Construction for these works was due to complete by the end of this Financial Year but this will not now be possible, with a focus instead on increased number of audits and on designs only this year to ensure budget is spent in full, with a view to completing the works next FY.</p>
Project Name	<u>Existing Active Travel Hubs Communities support</u>
<p><b>Outputs delivered to date</b>  <i>(A description of this project’s key achievements, milestones met, progress against objectives, priorities for next quarter)</i></p>	<p><b>University of Edinburgh</b> – The University has recruited a new Active Travel Engagement Officer who has been leading on the work. There has been successful uptake of the UniCycles with 62 out of 70 hired out so far. 40 staff and students have requested and been offered one to one cycle training and, so far, 51 hours of training have been delivered to 17 individuals. Several cycling training sessions have been organised for Q3 and they are planning audits of walking-wheeling routes to support commuting journeys.</p>

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	<p><b>The Bike Station - Kids Bike Life</b> - A successful summer programme was run with a total of 98 attendees followed by an autumn programme with a total of 137 attendees. In the meantime, canvassing was completed with schools in the catchment areas identified. They have several sessions planned and have priorities for Q3 including extending activities in areas where reach has been smaller.</p> <p><b>Forth Environment Link – Community Active Travel Programme</b> – In Q2, FEL further developed plans for embedded community partnerships. They engaged with existing connections such as The Hub in Alloa, Mining Landscapes, Tamfourhill Community Hub and are in discussion with groups in Bonnybridge, Gartmorn and Sauchie. All partnerships will be finalised more formally in Q3. Procurement of all bikes and ebikes has been concluded in Q2. Distribution of the bikes in the Clackmannanshire schools started in Q2 and will continue in Q3. A trial of a bike library distribution model will take place in the Falkirk schools and has been identified as an opportunity for collaboration with Falkirk Council. The rheumatology project progresses with 20 patients currently taking part in the process and 4 being on waiting list. Tailored support will be provided to the patients for the remainder of the project.</p> <p><b>Greener Kirkcaldy – Routes to Change</b> - GK have established an itemised list of changes, improvements and additions for their high street location to progress the change to a focal point for active travel advice and support in the area, with the active travel hub the principal part of the location and Lang Toun Cycles bike shop as a recognisable concession within the unit. Initial baseline assessments have been conducted with partner groups in Glenrothes, Burntisland, Cardenden, Kinghorn and Aberdour to inform what support and activities to deliver in these areas. Engagement with people across Fife with in-person and online events, campaigns and conversations has been going very well. The highlight of this has been participation in the Fife Climate Festival which had multiple events across Fife at the end of September. Priorities for next quarter include developing programmes of winter activities in collaboration with partner organisations to keep momentum going, finalising decisions on what form the mobile active travel hub will take, and finalising decision of what the active travel hub will be called, via conversations with stakeholders.</p>
<p><b>Delivery challenges / lessons learned</b>  <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i></p>	<p><b>University of Edinburgh</b> - The bikes, which were inherited from the Just Eat Cycle Scheme, were designed to be suitable for a broad range of heights, however, the university are finding that they are generally not suitable for hirers shorter than 5'4". In general, smaller students are finding the bikes are too big and heavy to use safely (34Kg).</p> <p><b>The Bike Station - Kids Bike Life</b> - They have been looking at ways to evaluate with school children as their existing model of survey is not effective. There is a difficulty getting schools engaged in the Niddrie area, but they are reaching out again and contingency planning.</p>



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	<p><b>Forth Environment Link</b> - Balancing recruitment and induction pressures of new school staff has been a challenge this quarter and has had impacts across both teams in terms of capacity.</p> <p><b>Greener Kirkcaldy – Routes to Change</b> - There have been some challenges in maintaining contact with some identified groups due to a combination of staff changes, funding challenges and their voluntary nature. However, where GK have established strong working relationships, the progress and enthusiasm of those groups has been very encouraging. There have also been difficulties in deciding what form the mobile active travel unit should take – with conversations going from deciding if it should be a trailer or van, then deciding if the van should be diesel or electric. With the mobile unit being a significant portion of the capital spend of this project, GK feel that taking time to get this right is worthwhile.</p>
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<b>Project Name</b>	<b><u>Regional AT Comms Campaign</u></b>
<p><b>Outputs delivered to date</b>  <i>(A description of this project's key achievements, milestones met, progress against objectives, priorities for next quarter)</i></p>	<p><b>New SEStran Communications Officer</b>            SEStran has recruited a new Marketing and Comms Officer who will be supporting some of the People and Place Comms work. This will support our aims to raise our profile and develop a clearer picture of available funding across the region.</p> <p><b>Case Study Support for Local Authorities</b>            Additionally, we have offered case study support to local authorities. The rationale behind this was that it would offer capacity at a local authority level to promote the work being carried out. Three local authorities are signed up to produce a video case study in collaboration with SEStran: East Lothian, Edinburgh, and the Scottish Borders. We have met relevant colleagues from their teams and are now scoping out suggested ideas to create a project plan and procure external support for the production of the case studies.</p>
<p><b>Delivery challenges / lessons learned</b>  <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i></p>	

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<b>Capacity and Capability</b>	
<b>Project Name</b>	<b><u>Behaviour Change Project Officers</u></b>
<b>Outputs delivered to date</b> <i>(A description of this project's key achievements, milestones met, progress against objectives, priorities for next quarter)</i>	<b>Sustrans</b> – The Behaviour Change Strategy Embedded officer in Falkirk Council has met with key internal stakeholders, has populated a community profile document for the different districts in the Local Authority and included information on target geographies and population segments. Local community Stakeholder mapping is underway. A structure for the overall strategy has been drafted.
<b>Delivery challenges / lessons learned</b> <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i>	<b>Sustrans</b> - Establishing a good and strong working relationship with Falkirk Council has been critical for the Embedded Officer, but there have been challenges in trying to gain input from outside the core transport team.
<b>Project Name</b>	<b><u>Programme Management for 2024/25</u></b>
<b>Outputs delivered to date</b> <i>(A description of this project's key achievements, milestones met, progress against objectives, priorities for next quarter)</i>	SEStran's management of 24/25 delivery is ongoing, with general feedback form partner that the approach taken has been well received. Outside of work captured elsewhere in this report, this has included Q1 grant claim processing, Q2 reporting meetings with each LA and delivery partner, visits to several projects to understand how the funding is being used, organising a Cab Sec visit to several projects, and general day to day project management.
<b>Delivery challenges / lessons learned</b> <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i>	
<b>Project Name</b>	<b><u>Programme Preparation for 2025/26 onwards</u></b>
<b>Outputs delivered to date</b> <i>(A description of this project's key achievements, milestones met, progress against objectives, priorities for next quarter)</i>	Over the quarter, the first draft of the future delivery plan has been prepared following 1-1 meeting with each LA, each currently funded organisation plus other potential partners and a workshop session with all LAs. The plan has now been issued to various stakeholders for comment, and will be finalised in mid-November.
<b>Delivery challenges / lessons learned</b> <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i>	There have been various challenges in this piece of work, including the lack of a clear evidence base, tensions between setting a regional delivery plan and input from local communities/identification of local barriers, requirements to plan without definitive budget and lack of 24/25 monitoring data to inform decision making. These have all been mitigated as best as possible in the delivery plan work.

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<b>Project Name</b>	<b><u>Capability and capacity building development</u></b>
<b>Outputs delivered to date</b> <i>(A description of this project’s key achievements, milestones met, progress against objectives, priorities for next quarter)</i>	<p>In August 2024, SEStran organised its first shared-learning event in Edinburgh, bringing officers from the 8 Local Authorities together to share best practices, network and gain a better understanding of the current projects being delivered in the region as part of the People and Place plan. The event was a good opportunity for attendees to discuss key topics such as monitoring and evaluation, active travel in a rural context or partnership working with community organisations. Presentations were delivered by Local Authorities and another RTP, outlining project successes and best practices. The event was also an opportunity to discuss further the 5-year delivery plan which has been developed in collaboration with Jacobs. Overall, the feedback received has been very positive and leads to believe of a strong appetite among Local Authority officers to take part in similar events / workshops in the future, which we are currently investigating.</p>
<b>Delivery challenges / lessons learned</b> <i>(A description of challenges, difficulties, lessons learned, particularly if these may have relevance nationally or for partners across the programme)</i>	
<b>Project Name</b>	<b><u>Programme level Monitoring &amp; evaluation</u></b>
<b>Outputs delivered to date</b> <i>(A description of this project’s key achievements, milestones met, progress against objectives, priorities for next quarter)</i>	<p><b>SEStran People and Place dashboard</b>  Progress has been made on the online dashboard in collaboration with UrbanTide; it has been populated with the locations of the funded projects across the region. In Q2, <a href="#">the dashboard</a> has been published and is accessible to all. The next step will be to develop the capability for external data entry into the tool which should help assess potential impact of projects.</p> <p><b>Active Travel counters</b>  We’ve sought interest from Local Authorities to purchase and install active travel counters with the aim of monitoring active travel behaviour change interventions or active travel rates more widely. Two Local Authorities have expressed an interest, Clackmannanshire Council and Scottish Borders Council. In the next quarter, we’ll need to assess and decide on the most suitable types of counters, the potential locations and the procurement approach.</p> <p><b>People and Place Programme Evaluation</b>  We’ve recently issued a tender to develop a Programme Evaluation report of the 24/25 People and Place Plan in the SEStran area. It is expected that this consultancy work would include an analysis of SEStran’s grant management role, a Programme Evaluation report, and an audit on project delivery. The deadline for submission is Monday 28<sup>th</sup> October, with an anticipated contract award expected on the w/c Monday 4<sup>th</sup> November.</p>

