

SEStran Partnership Board Minutes

10.00am, Friday 1 December 2023

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

Present

Name

Organisation Title

CLlr Colin Davidson (Chair)	Fife Council
CLlr Scott Arthur	City of Edinburgh Council
CLlr Dijkstra Downie	City of Edinburgh Council
CLlr Fiona Law	Clackmannanshire Council
CLlr Derek Glen	Fife Council
CLlr Robin Lawson	Fife Council
CLlr Jenny Linehan	Scottish Borders Council
CLlr Sally Pattle (A1 – A2d)	West Lothian Council
Linda Bamford	Non-Councillor Member
Alistair Couper	Non-Councillor Member
Geoff Duke	Non-Councillor Member
Callum Hay	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member
John Scott	Non-Councillor Member
Doreen Steele	Non-Councillor Member
Kate Sherry	Non-Councillor Member
Paul White	Non-Councillor Member

In Attendance

Andrew Henderson (Clerk)	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council
David Kelly	Community Transport Association
Christopher Cox	Falkirk Council
Susan Keenlyside	Fife Council
Andrew Stewart	NEStran
Graeme Johnstone	Scottish Borders Council
Brian Butler	SEStran

Angela Chambers	SEStran
Cameron Duck	SEStran
Cheryl Fergie	SEStran
Andrew Ferguson	SEStran
Keith Fiskin	SEStran
Beth Harley-Jepson	SEStran
Hattie James	SEStran
Michael Melton	SEStran
Rachael Murphy	SEStran
Jonathan Inglis	Transport Scotland
Steven Dora	Transport Scotland
Kirsty MacCormick	Transport Scotland

**Apologies for
Absence**

Cllr Danny Aston	City of Edinburgh Council
Cllr Denis Coyne	Clackmannanshire Council
Cllr Jane Cox	Scottish Borders Council
Cllr John McMillan	East Lothian Council
Cllr Marie-Claire Munro	City of Edinburgh Council

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 22 September 2023 as a correct record.
- 2) To note the draft minute of the SEStran Performance and Audit Committee of 17 November 2023.

A2. Travel to Health Care

A presentation was submitted in relation to travel to health care with reference being made to the Draft Transport to Healthcare delivery plan, the potential role for Community Transport and examples of best practice.

A2a) Introduction

Decision

To note the verbal introduction.

A2b) Draft Transport to Healthcare Delivery Plan

A presentation was provided on the Draft Transport to Healthcare Delivery Plan.

Decision

- 1) To agree that the Draft Plan and Presentation slides are circulated to board members; and
- 2) To note the Draft Transport to Healthcare Delivery Plan Presentation.

A2c) The Potential Role of Community Transport

A presentation was provided on the Potential Role of Community Transport with reference being made to the Community Transport Association, Locating Community Transport, Handicabs Lothian, Berwickshire Association for Voluntary Service, Community Transport's Social Value, challenges, NHS Scotland Climate Emergency & Sustainability Strategy 2022-26, Transport (Scotland) Act 2019, the NHS Lanarkshire Transport Hub, the Grampian Health & Transport Action Plan and next steps.

Decision

To note the Potential Role of Community Transport Presentation.

A2d) Best Practice Exemplar: NHS Grampian/Nestrans – Presentation by Nestrans

A presentation on the Health and Transport Action Plan was provided with reference being made to its purpose, structure and lessons learnt.

Decision

- 1) To agree that the STAR Conference paper and HTAP are circulated to members; and
- 2) To note the Best Practice Exemplar: NHS Grampian/Nestrans – Presentation by Nestrans.

(Reference – presentation by Scottish Government, Transport Scotland, Community Transport associated and NEStrans)

A3a. Indicative Financial Plan 2024/25 and 2025/26

An update on the progress of financial planning for the 2024/25 revenue budget and an indicative plan for 2025/26 was presented.

Decision

- 1) To note the financial planning assumptions for the period 2024/25 to 2025/26;
- 2) To note that financial planning for 2024/25 to 2025/26 will continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2024; and
- 3) To note that the proposed budget is subject to a number of risks.

(Reference – report by the Treasurer, submitted.)

A3b. Finance Officer's Report

The second update on the financial performance of the Partnership's Core and Projects budgets for 2023/24, in accordance with the Financial Regulations of the Partnership was presented with an analysis of financial performance to the end of October 2023.

It was highlighted that the Partnership's Core and Projects budgets for 2023/24 were approved by the Partnership on 17th March 2023.

Decision

- 1) To note the forecast underspend on the Core revenue budget of £11,000; and
- 2) To note the forecast underspend on the Projects budget of £38,000.

(Reference – report by the Treasurer, submitted.)

A4. Partnership Directors Update

The Partnership Director provided an update on SEStran activities, referring to good working dynamic within the team, the Programme Investment Plan and RTS. Reference was also made to an upcoming meeting with the Transport Minister, and it was acknowledged that work is being done on the promotion and awareness of SEStran and the RTS in particular.

Decision

- 1) To note the Partnership Director's Update.

(Reference – presentation by Partnership Director)

A5. Projects and Strategy Performance Report

An update on performance within the Partnership's various strategy and project workstreams over the last quarter.

It was proposed that this stream of reporting is passed back to the Performance and Audit Committee for future reports and that a report is taken to the subsequent Partnership Boards on issues discussed with recommendation for commencement in the first quarter of 2024.

Decision

- 1) To agree to move scrutiny of future Projects Update Reports to the Performance & Audit Committee; and
- 2) To note progress recorded in the past quarter, summarised in the attached Appendix.

(Reference – presentation by the Senior Partnership Manager)

A6. Appointments to Succession Planning Committee

The board were asked to appoint a new representative to the Succession Planning Committee.

Decision

- 1) To agree to nominate Paul White as the new representative to the Succession planning Committee, and;
- 2) To note the membership of the Succession Planning Committee

(Reference – presentation by the Business Manager, submitted.)

A7. GoSEStran MaaS and DDRT

The report provided an update to the partnership following the report submitted to the SEStran board of the 17th March, regarding GoSEStran. This report provided an update on progress on the pilot project to trial Mobility as a Service and Digital Demand Responsive Transport. The board agreed to note progress made on the project to date, receive updates on the project as appropriate and to note the extension of the Fuse licence agreement at no cost to SEStran.

The report also provided an update following the decision of the SEStran board of 16th June 2023, at which it was agreed to note the intention to enter into a 9-month Licence agreement with Fuse Mobility Ltd in connection with the GoSEStran project, and delegate to officers to enter into further agreements with public sector bodies as part of the next phase of project.

Decision

- 1) To note the progress made since the last meeting;
- 2) To agree to receive updates on the project as appropriate; and
- 3) To agree to SEStran participating in a procurement exercise in partnership with Tactran and other IMPs partners, and entering into such licence and other agreements as are necessary to secure the continuation of the GoSEStran and other IMPs partners apps, subject always to appropriate levels of funding being secured

(Reference – report by the Project Officer and SEStran Consultant, submitted.)

A7. Programme of Meetings

The proposed dates for the Partnership Board meetings in 2024, along with the full schedule of SEStran meetings were presented.

The schedule was drafted in line with previous meeting cycles and complies with audit reporting requirements.

Decision

- 1) To agree the proposed programme of meetings for 2024;
- 2) To agree to trialling an in person meeting of the March 2024 Partnership Board; and
- 3) To note the hosting arrangements for the future meetings.

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

A8. Date of Next Meeting

Decision

To note the date of the next meeting was scheduled for 10:00am on Friday 15th March 2024.

B1. Human Rights Bill Consultation Response

The response to the Human Rights Bill Consultation was presented. The draft response was considered by the Equalities and Access to Healthcare Forum at its meeting on 28th September 2023.

Decision

To note Human Rights Bill Consultation Response.

(Reference – report by the SEStran Consultant, submitted.)

B2. Risk Register

The six monthly update on SEStran's risk register was presented, The draft Risk Register was presented to the Performance and Audit Committee at its meeting on 17th November 2023.

Decision

To note the Risk Register.

(References - report by the Business Manager, submitted.)

B3. Climate Change Duties Report

The report provided details regarding SEStran's responsibilities, as a public body, in relation to the Climate Change Act (Scotland) 2009 and updated members on progress.

Decision

To note the Climate Change Duties Report

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

B4. Minutes

B4.1 Minutes – Equalities and Access to Healthcare Forum Tuesday 28th September 2023

Decision

To Note the minutes of the Equalities and Access to Healthcare Forum of Tuesday 28th September 2023.

B4.2 Minutes – Integrated Mobility Forum Thursday 5th October 2023

Decision

To Note the minutes of the Integrated Mobility Forum of Thursday 5th October 2023

B4.3 Minutes – Chief Officer Liaison Group Meeting Wednesday 8th November 2023

Decision

To Note the minutes of the Chief Officer Liaison Group Meeting of Wednesday 8th November 2023

B4.4 Minutes – Logistics & Freight Forum Tuesday 21st November 2023

To Note the minutes of the Logistics & Freight Forum Meeting of Tuesday 21st November 2023