

SEStran Partnership Board Minutes

10.00am, Friday 21 June 2024

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

<u>Present</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Russell Imrie (Deputy Chair - In accordance with Standing order 6.4 Cllr Russell Imrie presided chairperson for this meeting)	Midlothian Council
	Cllr Danny Aston	City of Edinburgh Council
	Cllr Jule Bandel	City of Edinburgh Council
	Cllr Iain Whyte	City of Edinburgh Council
	Cllr John McMillan	East Lothian Council
	Cllr Paul Garner	Falkirk Council
	Cllr Derek Glen	Fife Council
	Cllr Jenny Linehan	Scottish Borders Council
	Cllr Tom Conn	West Lothian Council
	Cllr Sally Pattle (Vice Chair)	West Lothian Council
	Linda Bamford	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
	Paul White	Non-Councillor Member

In Attendance

Christopher Gardner	Audit Scotland
Andrew Henderson (Clerk)	City of Edinburgh Council
Rachel McLean	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council
Dheeraj Shekhar	City of Edinburgh Council
Derek Oliver	Midlothian Council

Cameron Duck	SEStran
Cheryl Fergie	SEStran
Beth Harley Jepson	SEStran
Keith Fisken	SEStran
Michael Melton	SEStran
Rachael Murphy	SEStran
Rebecca Smith	SEStran

Apologies for Absence

Cllr Sanne Dijkstra Downie	City of Edinburgh Council
Cllr Fiona Law	Clackmannanshire Council
Cllr Margaret Anslow	Falkirk Council
Cllr Colin Davidson	Fife Council
Alistair Couper	Non-Councillor Member
Kate Sherry	Non-Councillor Member
Brian Butler	Partnership Director

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 15 March as a correct record.
- 2) To note the draft minute of the SEStran Performance and Audit Committee of 7 June 2024.
- 3) To note the Partnership Board's thanks to Cllr Colin Davidson for his work as chair and Cllr Robin Lawson for his work as Vice Chair.

A2a. Unaudited Annual Accounts & Treasury Management Report 2023/24

The unaudited Annual Accounts were submitted to the Partnership in accordance with the Local Authority Accounts (Scotland) Regulations 2014. It was anticipated that the accounts are subject to audit and the audited Annual Accounts, incorporating the Auditor's report will be presented to the Performance and Audit Committee in November and Partnership Board in December 2024.

Decision

- 1) To note the unaudited Annual Accounts for 2023/24;
- 2) To note the annual Treasury Management report for 2023/24;

- 3) To note the audited Annual Accounts, incorporating the Auditor's report are anticipated to be presented to the Performance and Audit Committee and Partnership Board in November 2024; and
- 4) To note that this was the 2nd year the unaudited accounts were late and request that officers write a letter to the external auditors.

(Reference – report by the Treasurer, submitted.)

A2b. Reserves Policy - Review

An overview of the Partnership's reserves policy was presented with reference being made to section 122 of the Transport (Scotland) Act 2019 permitting the Partnership to hold and contribute to a General Fund reserve. The Partnership's Reserves Policy was approved by use of Emergency Delegated Powers, following cancellation of the Partnership Board meeting on 20th March 2020 due to the Coronavirus Pandemic.

With reference being made to the decision of the Performance and Audit Committee of the of 7th June 2024, it was acknowledged that the Partnership's Reserves Policy be reviewed and presented to the Partnership meeting of 21st June 2024.

Decision

To agree the continuation of the Reserves Policy, as detailed at Appendix 1.

(Reference – report by the Treasurer, submitted.)

A3. Internal Audit Report 2023/24

An update on the outcomes of the 2023/24 SEStran internal audit review of the Financial Sustainability, progress with the completion of management actions agreed as part of 2022/23 audit, and to request the Board's recommendations on potential areas for inclusion in the planned 2024/25 audit was provided.

Decision

- 1) To note the progress with completion of management actions, agreed as part of 22/23 audit report;
- 2) To note outcomes of the 2023/24 IA review of Financial Sustainability, and the associated risks, and
- 3) To agree that officers present update to Performance and Audit addressing the delayed audit; and
- 4) To agree that officers will write a short report exploring how the organisation will mitigate political uncertainty.

(Reference – report by the Treasurer, submitted.)

A4. Senior Partnership Manager's Update Presentation

An update on SEStran activities, including an update on Board chairing arrangements, staff appointments, the bus strategy, the opening of the Levenmouth rail link, the Newburgh transport appraisal, MaaS development, the regional transport masterplan and future funding opportunities. An update was also provided in relation to People and Place.

Decision

To note the Partnership Update Presentation
(Reference – Presentation by Senior Partnership Manager)

A5. Contract Standing Orders

Approval of the revised Contract Standing Orders as attached to this report was sought with reference being made to the governance arrangements in place which enable lawful and transparent decision making. The Board noted that Kate Sherry, who was unable to attend the meeting, had submitted queries to officers on the report which had been helpful and served to strengthen the wording of the Contract Standing Orders.

Decision

- 1) To agree the revised Contract Standing Orders as attached at Appendix 1;
- 2) To agree to delegate to officers any final minor amendments to the text of the revised Contract Standing Orders;
- 3) To note that officers have updated language on small value contract extensions to include a separate financial limit for contracts below the find a tender threshold:
- 4) To note the change in varying a contract which has already been entered into provided that the variation is no greater than the higher of: £200,000 (excluding VAT) for tenders above the find a tender limit, or £50,000 (excluding VAT) for tenders below the find a tender limit, or 50% of the original contract value; and
- 5) To note officers had updated the language used to ensure greater use of gender neutral language.

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

A6. SEStran Annual Report and Business Plan

The report provided an update to the Partnership Board on the draft Annual Report which outlines the activity undertaken by the partnership in the year to end March 2024 and the Business Plan for the year April 2024 to March 2025.

Decision

- 1) To note the contents of the draft document and any comments on the draft document are welcomed for discussion;
- 2) To note the Draft Annual Report and Business Plan shown in Appendix and approve the combined document approach
- 3) To agree the 2024/25 Budget; and
- 4) To agree that the Partnership Director will publish the draft considering any comments and finalise for publication and circulation

(Reference – report by the Senior Partnership Manager, submitted.)

A7. Case for Change: SEStran Regional Bus Strategy

The report provided an update to the Board of the key findings of the Case for Change leading to the creation of a SEStran Regional Bus Strategy. An update was also provided in relation to the nature of the bus sector in the region.

Decision

- 1) To note the summary of the Case for Change and provide feedback;
- 2) To agree to continue with the next aspects of the strategy development, primarily the development of a draft strategy and corresponding Outline Options Appraisal; and
- 3) To agree that the Partnership Director to continue to engage with the Government on reopening the Bus Partnership Fund

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

A8. Date of Next Meeting

Decision

To note the date of the next meeting was scheduled for 10:00am on Friday 27th September 2024.

B1. Projects And Strategy Performance Report

The Projects and Strategy Performance Report, submitted to the Performance and Audit Committee on 7th June, was presented to the Board for noting in relation to the performance of the Partnership's strategy and project workstreams over the last quarter.

Decision

To note the progress recorded in the past quarter, summarised in the attached Appendix, as discussed and noted by the Performance and Audit Committee on 7th June.

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

B2. Risk Register

The purpose of the report was to provide the Partnership Board with its six monthly update on SEStran's risk register. The draft Risk Register was presented to the Performance and Audit Committee at its meeting on 7th June 2024.

Decision

To note the contents of the report.

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

B3. People and Place Grant Awards

The purpose of this paper was to report the SEStran People and Place grant awards 2024/2025 to the Board.

Decision

To note the content of the report and the SEStran People and Place Plan 2024/2025, including the list of grant awards at Appendix 1.

(References - report by the Project Officer, submitted.)

B4. Minutes

B4.1 Minutes - Integrated Mobility Forum of Thursday 25th April 2024

B4.2 Minutes - Chief Officer Liaison Group Meeting of Wednesday 22nd May 2024

B4.3 Minutes - Logistics & Freight Forum of Thursday 30th May 2024

Decision

To note the minutes of the Integrated Mobility Forum 10:00am Thursday 25th April 2024

To note the minutes of Chief Officer Liaison Group Meeting of Wednesday 22nd May 2024

To note the minutes of the Logistics & Freight Forum of Thursday 30th May 2024