

## **SEStran Annual Report and Business Plan**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to update the Partnership Board on the draft Annual Report and Business Planning underway for the Partnership.
- 1.2 The draft Annual Report for 2023/24 and the Business Plan for 2024/25 were approved for publication at the June Partnership Board, subject to considering any Board members' comments following the meeting.
- 1.3 No comments had been received by the agreed deadline, 15<sup>th</sup> August.
- 1.4 Officers are currently finalising the publication of the report for distribution.

### **2. PLANNING PROCESS FOR FUTURE REPORTS**

- 2.1 The P&A Committee set up a short-life working group in 2023 with the remit of reviewing the approach to business planning and reporting. P&A members on the group were Cllr Sally Pattle, and non-Councillor members Simon Hindshaw and Doreen Steele.
- 2.2 The focus of the working group was to align strategy, activity and reporting more closely to improve future planning and operational effectiveness. It was also anticipated that this would encourage end-to-end ownership of the project and strategy lifecycle by Committee members.
- 2.3 It was agreed at the June meeting of the Performance and Audit Committee that the working group will continue to input into the planning process and continue to provide guidance to officers.

### **3. TIMELINE**

- 3.1 The timeline for the next period was reviewed at the June meeting of the Performance and Audit Committee and is as follows:
- 3.2 Business Plan 2025/26
  - October – SEStran Officers to develop high-level business plan draft
  - November to December – P&A Working Group to review and provide feedback to officers
  - January to February 2025 – refine and produce a final draft for P&A review
  - March 2025 – Present to Partnership Board for approval
- 3.3 Annual Report 2024/25
  - February 2025 – Produce first draft for review by P&A

- March 2025 – Present draft to Partnership Board for comment, noting that further amendments will be required following the end of the financial year

3.4 Publication of final combined document subject to amendments in first quarter financial year 2025.

#### 4. RECOMMENDATIONS

4.1 It is recommended that the Partnership Board:

- (a) Note the contents of the report and approve the planning process for the development and publication of the annual report and business plan.

Keith Fiskin

**Senior Partnership Manager**

27<sup>th</sup> September 2024

Policy Implications	The Annual Report and Business Plan will align with SEStran’s established and emerging policies and the Regional Transport Strategy.
Financial Implications	The Business Plan will be subject to formal Board approval of proposed budgets in year 2024 – 25. Cost for publication can be met from within existing budget.
Equalities Implications	No separate EQIA will be carried out as the Business Plan does not propose a change to SEStran’s policies and procedures.
Climate Change Implications	The implications for Climate Change issues will be assessed at the project level.