

SESTRAN PARTNERSHIP BOARD MEETING

Dean of Guild Courtroom, City Chambers, Edinburgh, EH1 1YJ
Or via Microsoft Teams
10:00am Friday 27th September 2024

09:30 TEA/COFFEE
10:00 PARTNERSHIP BOARD
11:30 BREAK
11:45 PARTNERSHIP BOARD
13:00 LUNCH

AGENDA

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- 1. ORDER OF BUSINESS**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**

AGENDA A – POINTS FOR DECISION

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| | <u>For Approval</u> | |
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| A3. | FINANCE OFFICER'S REPORT – Report Richard Lloyd-Bithell, Treasurer/Iain Shaw | 20 |
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Rural Accelerator Project - Presentation by Urban Tide | |
| A7. | ANNUAL REPORT & BUSINESS PLANNING – Report by Keith Fisken | 35 |
| A8. | REGIONAL TRANSPORT STRATEGY DELIVERY PLAN – Update by Keith Fisken | |
| A9. | DATE OF NEXT MEETING:
The date of the next meeting is 10:00am on Friday 6th December 2024 | |

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- B1. PEOPLE AND PLACE PROGRAMME GRANT AWARDS – 37**
Report by Michael Melton

- B2. PROJECTS AND STRATEGY PERFORMANCE – Report by 39**
Michael Melton

- B3. PUBLIC SECTOR REFORM (SCOTLAND) ACT 2010 REPORT 68**
2023/2024 – Report by Cheryl Fergie

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20 September 2024

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Agendas and papers for all SEStran meetings can be accessed on www.sestran.gov.uk

Partnership Board Agenda Briefing Note - Friday 27th September 2024

<u>Item</u>	<u>Paper</u>	<u>Board Action</u>
<u>A1</u>	<p><u>Appointments</u></p> <p>The purpose of this report is to ask the board to agree the appointments of a new Chairperson and Deputy Chairperson(s), following the resignations of Cllrs. Davidson and Lawson.</p> <p>The Board are requested to agree:</p> <ol style="list-style-type: none"> a) The appointment of a Chairperson of the Partnership b) The appointment of Deputy Chairperson(s) of the Partnership 	<u>Approval</u>
<u>A3</u>	<p><u>Finance Officer's Report</u></p> <p>This report presents the first update on the financial performance of the Partnership's Core and Projects budgets for 2024/25, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of July 2024.</p> <p>It is recommended that the Partnership:</p> <ul style="list-style-type: none"> • notes the forecast overspend on the Core revenue budget of £29,000, which is principally due to a reduction in Scottish Government grant funding will be met by a drawdown from the Partnership's unallocated reserve • notes that expenditure is forecast to be within budget for Project expenditure • notes the proposed re-alignment of the Projects 2024/25 budget, subject to the conclusion of the 2023/24 external audit. 	<u>For Noting</u>
<u>A4</u>	<p><u>Partnership Directors Update</u></p> <p>The Partnership Director will provide updates on:</p> <ul style="list-style-type: none"> • The current and developing financial climate • How we're trying to address the financial pressures 	<u>For Noting</u>

	<ul style="list-style-type: none"> • The programme to investigate the potential benefits of a collaborative approach to the procurement of electric vehicle charging infrastructure • A number of other business critical or strategic topics <p>The Board is encouraged to discuss the updates, particularly the EVCI programme, where Councillor Board Members will be encouraged to engage with other members and officers within their councils to push the benefits of a collaborative approach.</p>	
<p><u>A5</u></p>	<p><u>GoSEStran</u></p> <p>At its meeting of 15th March 2024, the Board received a report on GoSEStran, updating on progress and continued operation of this pilot project to trial Mobility as a Service (MaaS) and Digital Demand Responsive Transport (DDRT).</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the risks and opportunities for SEStran in relation to the continuation of the GoSEStran MaaS project • Subject to the above, to agree to SEStran continuing to participate in a procurement exercise in collaboration with Tactran and other Integrated Mobility Partnership (IMPs) members, 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 • To note that a report detailing the outcome of the funding bids and, if appropriate, the procurement exercise, would be put to this September meeting of the Partnership Board <p>It is recommended that the Board:</p> <ul style="list-style-type: none"> • Agrees to the continuation of GoSEStran as part of the Integrated Mobility Partnership due to the significant progress on funding made as outlined in this report, and achieving two of the three criteria presented at the March board. • Authorises the Partnership Director to enter into such contractual agreements as are required to progress the GoSEStran and VoyagAR projects to their fullest extent possible within available funding levels. • Agree to receive regular progress updates via the Projects Update at Performance and Audit Committee, 	<p><u>Approval</u></p>

	with such Board reporting as is necessary as the projects progress.	
<u>A6</u>	<p><u>Transport to Healthcare</u></p> <p>Keith Fisker will deliver a presentation which will provide context, work so far, common themes and future opportunities within Transport to Healthcare.</p> <p>Urban Tide will present on the Rural Accelerator Project</p>	<u>For Noting</u>
<u>A7</u>	<p><u>Annual Report & Business Plan</u></p> <p>The purpose of this report is to update the Partnership Board on the draft Annual Report and Business Planning underway for the Partnership.</p> <p>It is recommended that the Partnership Board:</p> <ul style="list-style-type: none"> Note the contents of the report and approve the planning process for the development and publication of the annual report and business plan. 	<u>For Noting</u>
<u>A8</u>	<p><u>Regional Transport Strategy Delivery Plan</u></p> <p>Keith Fisker will deliver a presentation to update Members, this will include, RTS Delivery Plan Vision and objectives, and steering group.</p>	<u>For Noting</u>

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SESTRAN APPOINTMENTS

1. Introduction

- 1.1 The purpose of this report is to ask the board to agree the appointments of a new Chairperson and Deputy Chairperson(s), following the resignations of Cllrs. Davidson and Lawson.
- 1.2 This paper sets out the roles and duties of the Chairperson and Deputy Chairperson(s) to assist the partnership in its decision making process.
- 1.3 The Transport (Scotland) Act 2005 placed a duty on Scottish Ministers to create Regional Transport Partnerships (RTPs) covering the whole of Scotland. This paper provides members of the Partnership Board with a summary of guidance published by the Scottish Government on the specific aspects of appointments to governance in RTP positions and membership of RTP committees. There are also references to guidance providing basic information on the role of the Board of a public body in Scotland, including specific guidance on the role of a Chairperson.

2. (a) Chairperson

- 2.1 The 'Scotland's Transport Future: Regional Transport Partnerships – Guidance on Membership'ⁱ published in December 2005 assists all members of RTPs by amongst other matters: summarising the statutory requirements of RTPs and describing the key roles, skills and relationships required to exercise the statutory duty placed by the Transport (Scotland) Act 2005 on Scottish Ministers to create regional transport partnerships covering the whole of Scotland. The Guidance outlines that Paragraph 4(1) of Schedule 2 of The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 requires each RTP to elect a Chairperson from amongst its members. The Chairperson can be a councillor member or another member of the Partnership.
- 2.2 The Guidance highlights that the Chairperson will play an important role in building and leading the RTP and will be drawn from the membership (councillor or other). The appointed Chair, it is stated, will have a key role not just in guiding formal discussion and decision-making but in vital preparatory work, working closely with members and officers. The guidance goes on to suggest that the Chairperson should aim to avoid votes on matters as far as possible, find consensus by weighing up the points made in discussion by members and keeping the focus on the objectives and responsibilities of the RTP.
- 2.3 The 2005 Transport Scotland guidance also outlines that the Chairperson is also likely to be the most visible of the members i.e. the RTP's public face. This representational role will require a solid grasp of the issues and the ability to present the RTP as a serious player to a range of stakeholders,

including the constituent councils. The Chairperson will also be the key point of contact for the Minister for Transport. A key part of the role will be to foster good working relationships between the Minister and the RTP Chairpersons, collectively and individually, which will help to foster open and positive collaboration between the Scottish Government and RTPs.

2.4 The 2005 Guidance also references “On Board: A Guide for Board Members of Public Bodies in Scotland”, which it states provides a comprehensive standard induction pack covering a range of issues such as roles and responsibilities of public bodies, and accountability and governance arrangements to supplement tailored induction and training. The “On Board” guidance was updated and re-published in March 2017. The 2017 guidance highlights that the Chair of any public body has additional responsibilities over and above those of Board members, particularly in relation to leadership and the conduct of Board business. The guidance highlights those communications between the public body Board and the Scottish Ministers should normally be through the Chair. They are responsible for ensuring that the public body’s policies and actions support the Scottish Ministers’ wider strategic policies and that its affairs are conducted with probity. Whilst not an exhaustive list, the “On Board” guidance summarises the role and key responsibilities of the Chair as follows:

- Leads representation and links with Ministers and Scottish Parliament;
- Leads the Board, ensures that the Board has the ability to carry out functions effectively and chairs Board meetings;
- Leads the Board’s approach to strategic planning;
- Leads the Board’s approach to the establishment of committees and ensures the Board considers substantive reports from any committees established;
- Ensures that the work of the Board and any committees is subject to regular self-assessment and that the Board is operating strategically and effectively;
- Ensures the Board has a balance of skills appropriate to directing the public body’s business, in accordance with recognised good practice in corporate governance;
- Ensures the Scottish Ministers are advised of the body’s needs when Board vacancies arise;
- Ensures the Board members are fully briefed on terms of appointment, duties, rights and responsibilities;
- Together with the other Board members, receives appropriate induction training, including financial management and reporting requirements and, as appropriate, on any differences that may exist between private and public sector practice;
- Ensures there is a Code of Conduct for Board members in place, approved by the Scottish Ministers;
- Assesses the performance of individual Board members on a continuous basis and undertakes a formal appraisal at least annually;

- In consultation with the Board as a whole, as appropriate, is responsible for undertaking an annual appraisal of the performance of the Chief Officer.
- 2.5 Standards Commission Model code and Guidance provided further advice on relations between members and employees of devolved public bodies, which includes relevant further information on the role and extent of responsibility of a Chairperson. Section 6 of the advice highlights that the Chair of the Board or any committee will often be consulted on the preparation of agendas and reports. Employees will always be fully responsible for the contents of any report submitted in their name and have the right to submit reports to members on their areas of professional competence. The advice highlights that whilst employees will wish to listen to the views of members, they must retain final responsibility for the content of the reports. The section concludes by drawing attention to a clear distinction of role between Chair and Director:

“It is clearly important that there should be a close professional working relationship between the Chair of a committee and the director or senior manager of any service which reports to that committee. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question an employee’s ability to deal impartially with other members, and the ability of Chairs to deal impartially with other employees”.

- 2.6 The Governance Scheme of The South-East of Scotland Transport Partnership outlines a number of specific duties for the Chairperson and a number of the policies of the Partnership outline specific roles, responsibilities and powers for the Chairperson.

3. (b) Deputy Chairperson(s)

- 3.1 The office of Deputy Chairperson(s) does not have a specific remit within legislation or guidance, the main specified duty is that, in the Chairperson’s absence, a Deputy Chairperson shall preside at all meetings of a Partnership. The Governance Scheme of the Partnership does outline specific duties or responsibilities for the position in line with this provision.
- 3.2 The Partnership shall appoint from its membership any such number of Deputy Chairpersons as they consider appropriate.

4. Timescales for Chair and Deputy Chair(s) Appointments

- 4.1 The 2005 Order states that the maximum length of time a member can serve as either Chair and Deputy-Chair is two full Council terms. Transport Scotland issued updated advice on 9 June 2017 which provides further clarification on the position of maximum term of office and that as either Chair or Deputy Chair, a member’s period of service cannot extend into a third council term.

5 Recommendations

5.1 The Board are requested to agree:

- a) The appointment of a Chairperson of the Partnership
- b) The appointment of Deputy Chairperson(s) of the Partnership

Gavin King

Secretary

20th September 2024

Background Papers

2005 RTPs Guidance on Membership

<https://webarchive.nrsotland.gov.uk/20190116074656/http://www2.gov.scot/Publications/2005/12/21113337/33380>

The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005

<http://www.legislation.gov.uk/sdsi/2005/0110697588/contents>

2017 On Board - A Guide for Board Members in Public Bodies

<http://www.gov.scot/Publications/2017/03/9182>

Standards Commission Advice Note

¹<http://www.standardscommissionscotland.org.uk/uploads/files/1452184352151218AAdviceonRelationsbetweenMembersandEmployeesofDPBs.pdf>

SEStran Governance Scheme

<https://sestran.gov.uk/publications/sestran-governance-scheme/>

Policy Implications	The Chairperson and Deputy Chairperson(s) will have key and lead roles to play in leading strategic planning, in accordance with recognised good practice in corporate governance.
Financial Implications	The appointment of a Chairperson and Deputy Chairperson(s) will have positive impact on SEStran's internal audit and governance scrutiny processes and on statutory duties.
Equalities Implications	The Chairperson and Deputy Chairperson(s) will have key and lead roles to play in leading strategic planning on this

	<p>issue and also ensuring that the Board has the balance of skills appropriate to direct business, in accordance with recognised good practice in corporate governance and SEStran’s statutory duties.</p>
<p>Climate Change Implications</p>	<p>The Chairperson and Deputy Chairperson(s) will have key and lead roles to play in leading the Board’s approach to strategic planning on this issue.</p>

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

PERFORMANCE & AUDIT COMMITTEE

**Dean of Guild Court Room, City Chambers, Edinburgh, EH1 1YJ
and via Microsoft Teams
on Friday 13 September 2024
1.00pm**

PRESENT:	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Glen	Fife Council
	Councillor Law	Clackmannanshire Council
	Councillor Linehan	Scottish Borders Council
	Councillor McMillan	East Lothian Council
	Callum Hay	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	John Scott	Non-Councillor Member

IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	Brian Butler	SEStran
	Angela Chambers	SEStran
	Cheryl Fergie	SEStran
	Keith Fisker	SEStran
	Christopher Gardner	Audit Scotland
	Sandra Lavergne	SEStran
	Jamie Macrae (Clerk)	City of Edinburgh Council
	Michael Melton	SEStran
	Iain Shaw	City of Edinburgh Council

Action by

A1. ORDER OF BUSINESS

It was confirmed that there was no change to the order of business.

A2. APOLOGIES

Apologies were submitted on behalf of Councillor Pattle (West Lothian Council) and Simon Hindshaw (Non-Councillor Member).

A3. DECLARATION OF INTERESTS

None.

A4. MINUTES

To approve the minute of the Performance and Audit Committee of 7 June 2024 as a correct record, subject to the following correction: to note Iain Shaw was in attendance.

A5. FINANCE OFFICER'S REPORT

The first update on the financial performance of the Partnership's Core and Projects budgets for 2024/25 was presented, in accordance with the Financial Regulations of the Partnership. This included an analysis of financial performance to the end of July 2024. The Partnership's Core and Projects budgets for 2024/25 were approved by the Partnership on 15th March 2024.

Decision

- 1) To note that the forecast overspend on the Core revenue budget of £29,000, which was principally due to a reduction in Scottish Government grant funding, would be met by a drawdown from the Partnership's unallocated reserve
- 2) To note that expenditure was forecast to be within budget for Projects
- 3) To note the proposed re-alignment of the Projects 2024/25 budget, subject to the conclusion of the 2023/24 external audit.
- 4) To note that finance officers across the constituent local authorities would write to the Finance Minister to highlight issues with late audits.

(Reference – report by the Treasurer, submitted)

A6. ANNUAL REPORT & BUSINESS PLAN

An update on the annual report and business plan was presented to Committee. Officers are developing the draft Business Plan, and will continue to engage with the Performance and Audit Committee before submitting a final version in February 2025.

The Annual Report is also being developed and will be submitted to the Board in March 2025 for approval.

Decision

To note the update.

A7. PROJECTS AND STRATEGY PERFORMANCE

An update was provided on the performance of the Partnership's strategy and project workstreams over the last quarter. The Committee discussed and reviewed each of the projects summarised in the report by the Programme Manager.

Decision

- 1) To note progress recorded by project in the past quarter
- 2) To note that officers would speak to Scottish Borders Council about the work being done in Hawick on e-bikes
- 3) To note that officers would speak to stakeholders at East Lothian Community Hospital about issues with the car park being used as a park and ride.

(Reference – report by the Programme Manager, submitted)

A8. DATE OF NEXT MEETING

Friday 22nd November 2024

Finance Officer's Report

1. Introduction

1.1 This report presents the first update on the financial performance of the Partnership's Core and Projects budgets for 2024/25, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of July 2024.

1.2 The Partnership's Core and Projects budgets for 2024/25 were approved by the Partnership on 15th March 2024.

2. Core Budget

2.1 The Core budget provides for the day-to-day running costs of the Partnership and includes employee costs, premises costs and supplies and services. The approved Core budget is £901,000. Details of the Core budget are provided in Appendix 1.

2.2 Cumulative expenditure for the four months to 31st July 2024 was £299,000. This is within the Core budget resources available for the period.

2.3 Estimates have been updated to reflect current expenditure commitments. The forecast includes provision of £24,000 for pay award of 3.6%, to reflect the proposed COSLA pay award offer to local government employees.

2.4 It is projected that net expenditure for the year will be £29,000 over budget. This will be met by drawdown from the Partnership's unallocated reserve.

2.5 The overspend is mainly due to a 5% reduction in the 2024/25 revenue grant received from Transport Scotland (£39,000). This funding shortfall is partly offset by:

2.5.1 Reduction in Victoria Quay accommodation costs in 2024/25 per the latest correspondence from the Scottish Government (£7,000);

2.5.2 Forecast underspend on employee costs (£3,000).

Projects Budget

2.6 The approved Projects budget is detailed in Appendix 2.

2.7 The Partnership has an earmarked balance of £168,000, reflecting expenditure slippage on projects in 2023/24. The allocation of project slippage from 2023/24 is shown in Appendix 2 and will be confirmed at conclusion of the External Audit.

2.8 Based on the provisional 2023/24 outturn, a review and re-alignment has been undertaken of the Projects budget to reflect current and planned activity. The re-alignment is shown in Appendix 2.

- 2.9** It is projected that net expenditure on projects in 2024/25 will be within budget. This forecast is based on a full spend of project slippage balances brought forward from 2023/24.
- 2.10** Expenditure on both the core and projects budgets will be subject of ongoing review for the remainder of 2024/25. The Partnership's Reserves Policy will be applied when reviewing the year-end outturn.

Cash Flow

- 2.11** The Partnership maintains its bank account as part of the City of Edinburgh Council's group of bank accounts. Cash balances are managed by the Council and are offset by expenditure incurred by the City of Edinburgh Council on behalf of the Partnership.

An update of month-end balances is shown in the following table:

Date	Balance due to SEStran(+ve) /due by SEStran (-ve)
	£
30 April 2024	+ 727,711
31 May 2024	+ 620,534
30 June 2024	+ 662,946
31 July 2024	+ 833,285

- 2.12** Interest is charged/paid on the monthly indebtedness between the Council and the Partnership. Interest will be calculated in March 2025.
- 2.13** The positive cash balance at 31st July 2024 is attributable to funding received from Scottish Government grants.

Reserves

- 2.14** The Board's Reserves Policy recommends establishment of an unallocated General Fund Reserve based on a minimum value of 5% (£45,000) of the Partnership's core revenue budget. At 1st April 2024, subject to conclusion of the external audit, the Partnership has an unallocated General Fund Reserve of £130,000.
- 2.15** Based on the forecast requirement for drawdown of £29,000 at 31st March 2025, the Partnership's unallocated General Fund Reserve will be reduced to £101,000.
- 2.16** The Reserves Policy recommends that where slippage occurs on approved revenue projects, the balance of slippage is retained as an earmarked balance. £168,000 of project slippage has been carried forward from 2023/24 and is included in the Projects budget presented in Appendix 2.
- 2.17** An update of Financial Risks for 2024/245 is included at Appendix 3.

3 Recommendations

It is recommended that the Partnership:

- 3.1** notes the forecast overspend on the Core revenue budget of £29,000, which is principally due to a reduction in Scottish Government grant funding will be met by a drawdown from the Partnership’s unallocated reserve;
- 3.2** notes that expenditure is forecast to be within budget for Project expenditure;
- 3.3** notes the proposed re-alignment of the Projects 2024/25 budget, subject to the conclusion of the 2023/24 external audit.

Richard Lloyd-Bithell

Treasurer

20 September 2024

Appendix Appendix 1 – Core Budget Statement at 31st July 2024
 Appendix 2 – Projects Budget as at 31st July 2024

Contact iain.shaw@edinburgh.gov.uk

Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	There are no financial implications arising as a result of this report.
Equalities Implications	There are no equality implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
Employee Costs					
Salaries	499	166	162	495	(4)
National Insurance	57	19	18	55	(2)
Pension Fund	134	45	49	138	4
Training & Conferences	10	3	3	11	1
Interviews & Advertising	2	1	0	0	(2)
	702	234	232	699	(3)
Premises Costs					
Office Accommodation	18	5	5	11	(7)
Transport					
Staff Travel	8	3	1	7	(1)
Supplies and Services					
Communications & Computing	48	17	13	48	0
Hosted Service - Novus FX	44	44	49	44	0
Printing, Stationery & General Office Supplies	7	2	1	6	(1)
Insurance	7	0	0	7	0
Equipment, Furniture & Materials, Miscellaneous	4	1	1	5	1
	110	64	64	110	0
Support Services					
Finance	31	0	0	31	0
Legal Services / HR	7	0	0	7	0
External Consultants	0	0	1	1	1
	38	0	1	39	1
Corporate & Democratic					
Clerks Fees	12	0	0	12	0
External Audit Fees	12	0	(4)	12	0
Members Allowances and Expenses	1	0	0	1	0
	25	0	(4)	25	0
Total Expenditure	901	306	299	891	(10)
Funding:					
Scottish Government Grant	(711)	(407)	(385)	(672)	39
Council Requisitions	(190)	0	0	(190)	0
Total Funding	(901)	(407)	(385)	(862)	39
Net Expenditure/ (Income)	0	(101)	(86)	29	29

Projects Budget 2024/25 - as at 31st July 2024

Appendix 2

	Approved Budget	Slippage from 2023/24	EU /Other Grant	Budget Realignment	Net Expenditure Budget	Annual Forecast	Forecast Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
EU Projects (various)	0	(9)		9	0	0	0
Sustainable Travel	6	79		(60)	25	25	0
RTPI – System Maintenance	25	17	(15)	(27)	0	0	0
RTPI – Regional Framework	0		0	0	0	0	0
RTS Delivery Plan	18	(14)		16	20	20	0
Equalities Access to Healthcare	10	10		(10)	10	10	0
GO e-Bike	10	20			30	30	0
Thistle Assistance	30	2	(24)	(2)	6	6	0
Leith Docks and Newburgh	0	(14)		17	3	3	0
Active Travel Network	0	51		(48)	3	3	0
Projects Consultancy	11	2		9	22	22	0
Mobility as a Service	0	(36)		36	0	0	0
Bus Strategy Development	115	40	(115)	35	75	75	0
Regional EV Infrastructure		20		15	35	35	0
Freight Strategy				10	10	10	0
People & Places	5,326		(5,326)		0	0	0
Harpcat Horizon	100		(100)		0	0	0
Total	5,651	168	(5,580)	0	239	239	0

Risk Description	Mitigation and Controls
<p>Pay award The revenue budget made provision for a pay award of up to 3% in 2024/25. The COSLA pay offer is likely to represent an increase on the budget provision.</p>	<p>The financial impact of the proposed Local Government pay award is included in the forecast.</p>
<p>Inflation There is a risk that the indicative budget does not adequately cover price inflation and increasing demand for services.</p>	<p>Ongoing monitoring and review of all costs and forecasts during 2024/25.</p>
<p>Delays in payment of grant by the EU - results in additional short-term borrowing costs.</p>	<p>EU projects are now largely concluded, with grant claims settled.</p>
<p>Pension Fund Contributions A deficit on the staff pension fund could lead to increases in the employer's pension contribution.</p>	<p>Following Lothian Pension Fund's Triennial Actuarial Review in 2023, Partnership employer pension fund contribution rates are now confirmed at 26.8% until 31 March 2027.</p>
<p>Funding Reductions Reduction in funding from Scottish Government and/or council requisitions.</p> <p>There is a risk that current levels of staffing cannot be maintained due to funding constraints and that the Partnership will incur staff release costs.</p>	<p>Scottish Government grant and Council contributions are confirmed for 2024/25.</p> <p>Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.</p>

GoSEStran

1 INTRODUCTION

1.1 At its meeting of 15th March 2024, the Board received a report on GoSEStran, updating on progress and continued operation of this pilot project to trial Mobility as a Service (MaaS) and Digital Demand Responsive Transport (DDRT). The Board agreed:

- To note the risks and opportunities for SEStran in relation to the continuation of the GoSEStran MaaS project
- Subject to the above, to agree to SEStran continuing to participate in a procurement exercise in collaboration with Tactran and other Integrated Mobility Partnership (IMPs) members, 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
- To note that a report detailing the outcome of the funding bids and, if appropriate, the procurement exercise, would be put to this September meeting of the Partnership Board

1.2 It was agreed as part of the decision that progress against the following key success criteria would be reported to this Board meeting, and that, if any of the criteria had not been met, then officers would recommend that SEStran withdraws from the MaaS pilot:

- Long term funding committed (at least 3 years)
- Successfully concluded procurement exercise to confirm future partners
- Service Level Agreement in place with Tactran and other Integrated Mobility Partnership (IMPs) partners to confirm responsibilities, including project management

1.3 The purpose of this report is to update on developments since the Board meeting in March, and to ask the Board to consider continuation of the project given the progress made to date.

2 BACKGROUND

2.1 To support climate change, air quality and social inclusion objectives, not only must sustainable transport opportunities be improved, there must also be effective mechanisms for making people fully aware and informed of their choices. It is also recognised that a lack of ability to plan and book transport services in advance can

be a barrier for people, hence journey planning must be made as convenient and easy for users as possible.

2.2 Transport Scotland's [MaaS Investment Fund](#) enabled pilots of Mobility as a Service (MaaS) to offer easy, digital access to travel information and allow for planning, paying, and booking on one platform.

2.3 Funding to the start of the current financial year was as follows:

- In 2022, £212,440 of the second round of the MaaS Investment Fund was awarded to support the GoSEStran app alongside a DRT pilot in East Lothian
- Following on from this, additional external funding was awarded in April 2023 for £100k via Paths for All Smarter Choices Smarter Places (SCSP) funding.
- Funding was also received from the University of St. Andrews to support GoSEStran local integrations including local transport information and Fife points of interest that locals and tourists could visit whilst in the area. This year's budget is outlined in the report below.

3 PROGRESS

3.1 Procurement

3.1.1 Following the Board's approval as per 1.1, a procurement exercise has been initiated for the tech supplier. After discussion with Tactran, Innovate UK was engaged to assist with a full public tendering exercise. This open procurement route was chosen as one of Innovate UK's aims is to enable tech suppliers for the public sector where traditional procurement can be restrictive. The outcome of the procurement will be a framework contract, allowing SEStran and Tactran to contract the preferred tech supplier, with timescales being dependent on the available funding.

3.1.2 Although this procurement is due to be complete by end of September, given the need for a standstill period and the set up involved with a new supplier coming on board, it was considered prudent to further extend the existing contract until December 2024 to ensure continuity of service. A Voluntary Ex-Ante Transparency (VEAT) Notice was published through Public Contracts Scotland as a notification of this contract extension. A verbal update on the progress of this procurement will be provided at the meeting.

3.1.3 In addition to a technical supplier, Tactran and SEStran are looking to secure other consultancy services to support the project. This work is being led by Tactran with support of Perth and Kinross Council Procurement team. The consultancy framework will be advertised on Public Contracts Scotland and is expected to have multiple suppliers. This is expected to be complete by December 2024.

3.2 Partnership Working

3.2.1 A Service Level Agreement was signed with Tactran in July. This has enabled a Tactran officer to be assigned full time to project manage the joint project, partly

funded by SEStran, freeing up vital resources in SEStran. SEStran officers continue to be involved and have full input as required.

3.2.2 A Project Initiation Document (PID) and Contract Strategy have been signed off by both Partnership Directors and these outline the aims of the project as well as the route to project completion.

3.2.3 The following funding sources have been identified for the current year onwards:

- Transport Scotland (TS) awarded SEStran a grant of £42k towards extension of the current contract, pending the outcome of the procurement
- SEStran was successful in securing £100k from Smarter Choices Smarter Places for this current year, which is matched by an additional £50k from external sources and £50k of officer time
- Potential carry over from SEStran's budget last year of £50k

3.2.4 Discussions with other funders are ongoing to ensure the project can be continued in the longer term. At present it cannot be certain whether a 3-year contract can be funded from the existing funding total of £242,000, but this will not become fully clear until after the procurement is complete. An update on this will be provided at the Board meeting.

3.3 **Marketing**

3.3.1 Further marketing will be undertaken with input from the tech supplier and user research. A new Communications & Marketing Officer will be in post in September 2024 whose role will cover all of SEStran's communications. This will allow a more comprehensive marketing approach to support the IMPs project outcomes.

4 **RISKS AND OPPORTUNITIES**

4.1 The project is now less resource intensive due to the SLA being signed with Tactran to formalise IMPs. A full time Strategy Officer from Tactran is now project managing all workstreams with input from SEStran where required.

4.2 SEStran has been pushing discussions with TS and other potential partners towards the creation of a national MaaS app. This could be integrated with the national journey planning app (Traveline) allowing for one trusted platform. This would provide significant economies of scale, reduce duplication with other MaaS apps, and increase the reach of the current apps to a level that may be attractive to advertisers providing a potential opportunity to increase revenue.

- 4.3 The Smart, Digital, Integrated Ticketing and Payments Delivery Strategy was published in August 2024 and outlines TS's roadmap to digital solutions including MaaS. This indicates that MaaS solutions could be supported depending on the outcome of their evaluation. At present it remains unclear how much further funding will be available through this Strategy, however, we are optimistic that the outcomes we have outlined fit squarely with the objectives of the Strategy, particularly in relation to accessibility objectives.
- 4.4 The evaluation of the MaaS pilots by TS has been further delayed, with the evaluation framework now expected to be shared with SEStran by end of September 2024. This work, completed by AECOM and TS, will allow better understanding of the pilot's impact, and offer insight into the future direction of MaaS.
- 4.5 If the Board decides not to proceed further, then the key associated risks are:
- The chance for SEStran to be at the forefront of MaaS in Scotland will be lost
 - The opportunity to incorporate the work carried out by SEStran in developing VoyagAR – a system which will allow disabled people to utilise public transport in a safer, more convenient, and more enjoyable way. The journey planning system offers door-to-door guidance, support for travellers, and allows carers and family members to support the user's journey. This is currently ready to be integrated into the platform. This feature would be a new offering to disabled users and could be transformational for digital accessibility
 - Users and partners will lose trust in similar products in the future, there will be a lack of focus on ensuring these tools help focus on policies and a higher cost will be associated to begin the MaaS journey again in the long term.

5 CONCLUSION

- 5.1 As described above, the three conditions set out in the March 2024 Board report have not been fully met. We have not yet secured funding which guarantees a 3 year contract, but have successfully developed the SLA with Tactran, and the procurement exercise is currently under way.
- 5.2 Despite this, this report recommends continuation of the project as there has been considerable progress in the partnership project and a genuine belief that GoSEStran will meet its stated aims and objectives. In addition, the signed SLA has resulted in a full-time resource from Tactran and hence requiring less staff time on day-to-day operations from SEStran.

6 RECOMMENDATIONS

It is recommended that the Board:

- 6.1 Agrees to the continuation of GoSEStran as part of the Integrated Mobility Partnership due to the significant progress on funding made as outlined in this report, and achieving two of the three criteria presented at the March board.

- 5.2 Authorises the Partnership Director to enter into such contractual agreements as are required to progress the GoSEStran and VoyagAR projects to their fullest extent possible within available funding levels.
- 5.3 Agree to receive regular progress updates via the Projects Update at Performance and Audit Committee, with such Board reporting as is necessary as the projects progress.

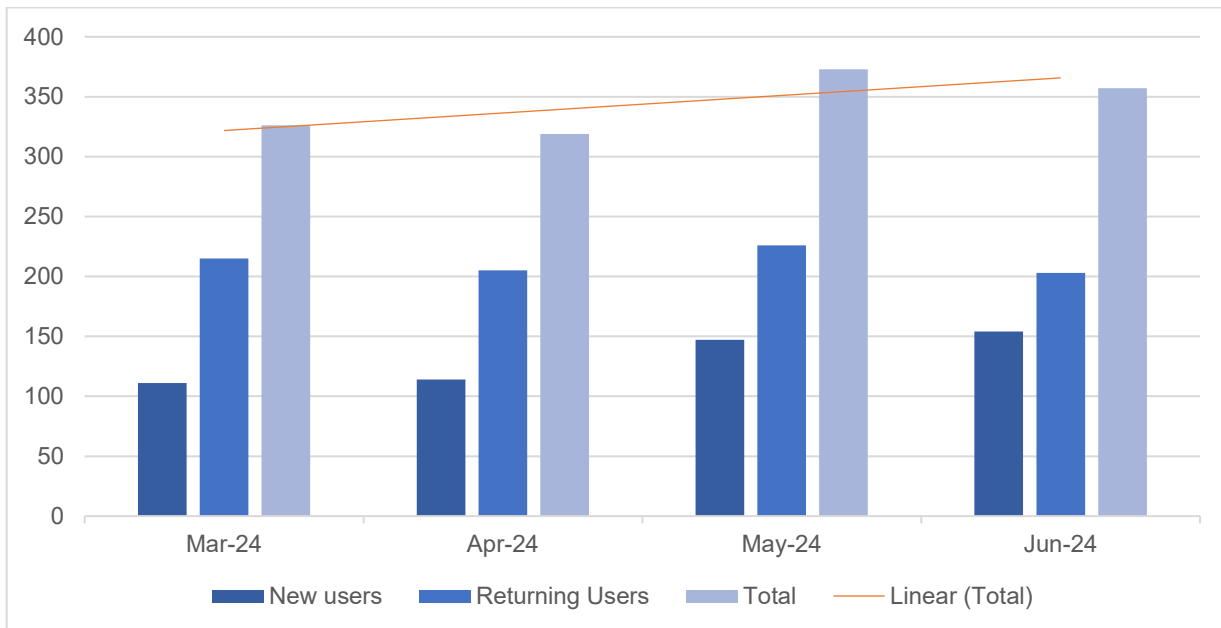
Rebecca Smith
Project Officer

Andrew Ferguson
SEStran Consultant

20th September 2024

Policy Implications	The project is in line with the new RTS as set out in the 2 nd December 2022 Board report.
Financial Implications	The funding position is as set out in the report.
Equalities Implications	The project has been subject to an Equalities Impact Assessment (EQIA).
Climate Change Implications	The project will contribute to overall aims to reduce CO2 emissions, by pointing users to the most environmentally friendly mode of transport for their chosen mode. These are quantified in the journey options set out in the app.
Appendices	<ol style="list-style-type: none"> 1. Overview of GoSEStran data; 2. Innovate UK Challenge Statement
Background Papers	The following background papers were relied on in the production of this report: GoSEStran Final Report (March 2024)

Number of New & Returning Users to GoSEStran (May 2024 – June 2024)



Number of searches (March 2024 - June 2024)

Number of searches	Mar-24	Apr-24	May-24	Jun-24	Total
App	511	384	351	405	1,651
Website	5	14	0	11	30
Total	516	398	351	416	1,681

Age bands of registered GoSEStran Users (March 2024 – June 2024)

Age bands	Mar-24	Apr-24	May-24	Jun-24	Total
16-20	3	2	7	6	18
21-25	4	1	9	2	16
26-30	4	1	4	1	10
31-35	2	2	7	2	13
36-40	2	2	2	1	7
41-45	0	2	1	1	4
46-50	3	5	3	0	11
51-55	2	4	3	3	12
56-60	2	1	4	5	12
61-65	4	5	1	8	18
66+	2	2	4	7	15
Not provided	5	1	7	4	17
Total	33	28	52	40	153

Journey Search Origins & Destinations (March 2024 – June 2024)

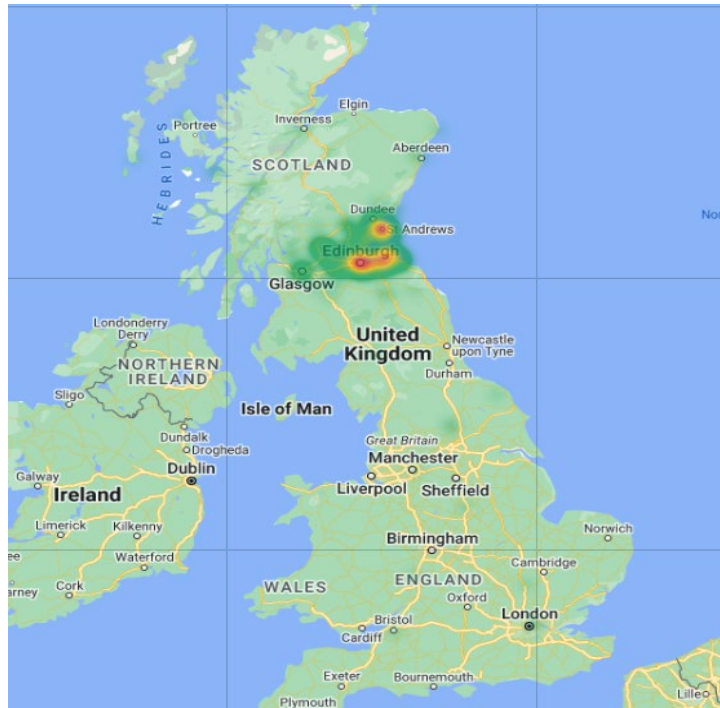


Figure 1: Journey Search Origins (App)

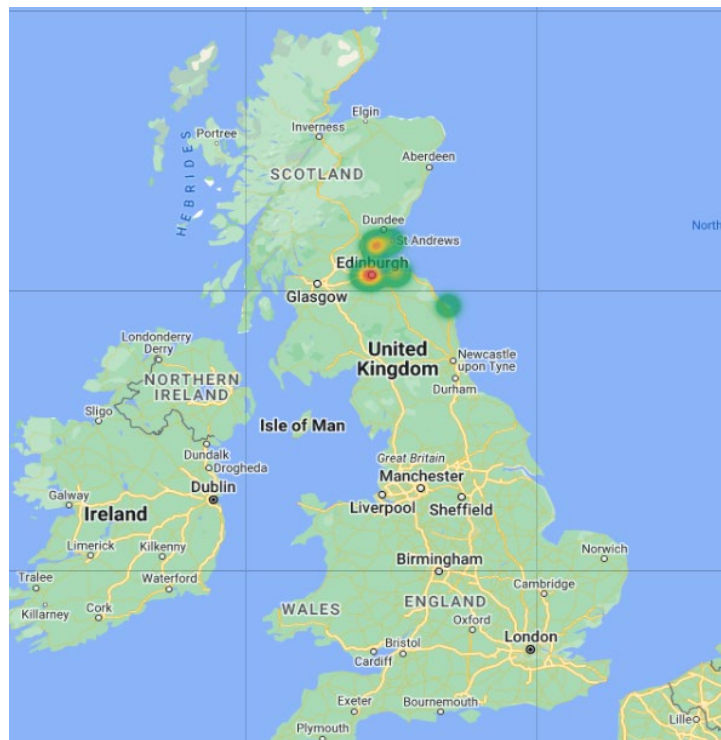
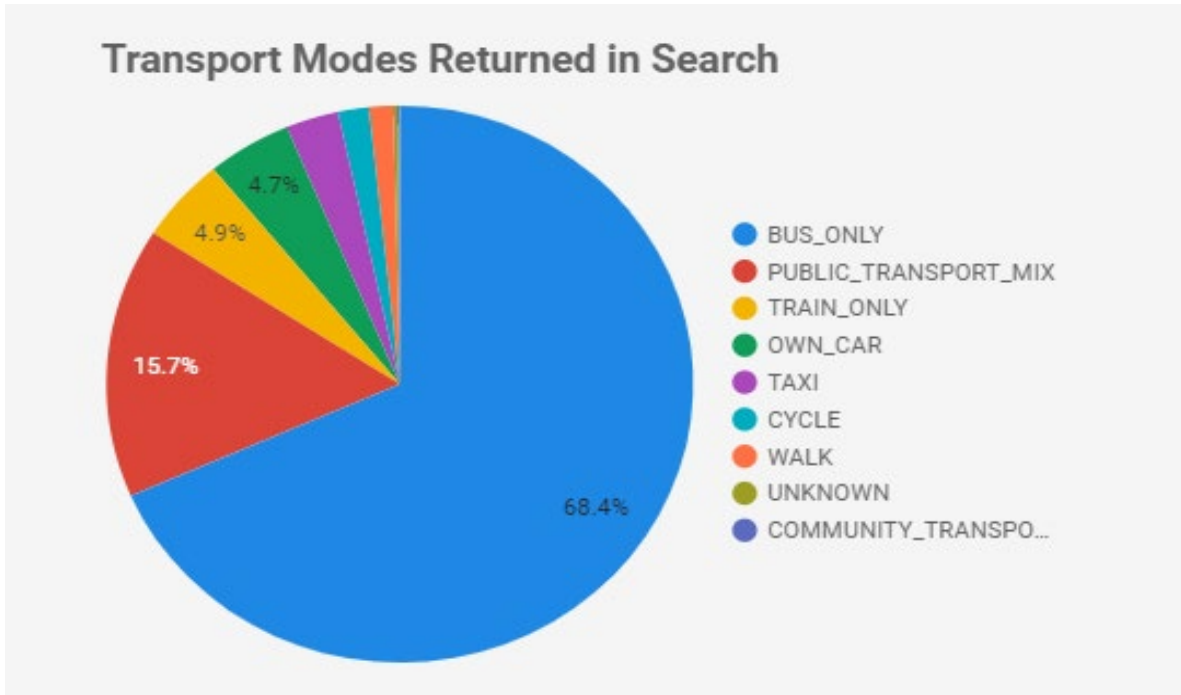


Figure 2: Journey Search Destinations (Website)

Transport Modes Returned in Search (March 2024 - June 2024)



Innovation Exchange challenge: Implementing a programme of accessible and sustainable MaaS journey planning tools in Scotland

Supporting Tactran and SEStran to develop Mobility as a Service (MaaS) solutions that promote sustainable car use and provide efficient, personalised travel experiences.

The challenge

Solution providers are to show evidence that they are able to develop a shared platform and potential MaaS for SEStran and Tactran that allows potential integrations with other interfaces (currently six interfaces among apps and websites – National Park Journey Planner app and website, NHS Tayside Journey Planner website, MyD&A app, GoSEStran app and website -across four service areas: SEStran, NHS Tayside, Loch Lomond and the Trossachs National Park, Dundee and Angus College). In particular demonstrate the integration with the accessibility application VoyagAR (please find details below).

The solution will demonstrably address the objectives of:

- Encourage car drivers to use sustainable modes (to support 20% car km reduction target, those drivers whose trips contribute most to mileage total; to support air quality objectives, car trips in AQMAs)
- Help non car owners (and those in our least affluent areas) be aware of and navigate multi-modal travel options to access jobs, education and services
- Enable people with mobility difficulties to navigate our transport networks

In doing so, being aware of the different barriers experienced by the target audiences of the respective objectives, and hence different design, functionality and promotion of tools may be required to support the different objectives.

The principle of the Tactran/SEStran programme is to develop and test MaaS tools that can support the above objectives, by learning from the pilot phase of the programme, improving and growing the current programme, and expanding the reach of programme to support other geographies and public agencies in Scotland.

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, 15th 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 Fisker

Senior Partnership Manager

27th 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.

People and Place Grant Awards

1 INTRODUCTION

- 1.1 The purpose of this paper is to report variations to the SEStran People and Place grant awards to the Board.

2 MAIN REPORT

- 2.1 As per the Grant Standing Orders, several variations to the People and Place grant awards have been reviewed and approved by the Partnership Director since the previous Board meeting. All awards were under the delegation limit for approval by the Partnership Director.
- 2.2 Appendix 1 shows a list of grant award variations from those values reported to the Board at its last meeting. Also included is a short explanation of the reasons for each variation.

3 RECOMMENDATIONS

- 3.1 The Partnership Board is asked to note the content of this report and the variations to the SEStran People and Place grant awards at Appendix 1.

Michael Melton
Programme Manager
27th September 2024

Appendix 1: SEStran People and Place Plan 2024/2025 – variations to grant awards

Policy Implications	The People and Place Plan aligns with the objectives of the RTS and therefore will help deliver on SEStran's policy objectives
Financial Implications	All costs are within the grant award from Transport Scotland, so there is no financial impact on the SEStran core budget. Funding agreements are in place for each grant to ensure funds are appropriately managed.
Equalities Implications	In supporting people to travel actively, the grants should have a positive impact on equalities. Specific elements of the grants have been designed to further support the accessibility of active travel, including a focus on the provision of adaptive bikes and a programme focused on physical barrier removal on pavements. An EqIA has been undertaken on the Plan and recommendations from this will be incorporated where possible.
Climate Change Implications	In promoting behaviour change from private cars to active travel, the grants will support the transition to net zero.

SEStran People and Place Plan 2024/2025 – variations to grant awardsLocal Authorities grant award variations

<u>Local Authority</u>	<u>Previous Award</u>	<u>Current Award</u>	<u>Reason for change</u>
East Lothian Council	£149,800	£164,800	An opportunity arose to install bike parking at North Berwick train station, and £15,000 from the People and Place contingency was awarded to facilitate this

Third Party organisations grant award variations

<u>Organisation</u>	<u>Project</u>	<u>Previous Award</u>	<u>Current Award</u>	<u>Reason for change</u>
Forth Environment Link	Community Active Travel Programme	£195,000	£145,000	£50,000 of grant funds moved between projects to provide additional school hub in Clackmannanshire
	Community Active Travel Programme - Schools	£159,750	£209,750	£50,000 of grant funds moved between projects to provide additional school hub in Clackmannanshire

PROJECTS AND STRATEGY PERFORMANCE REPORT

1 INTRODUCTION

- 1.1 This report and its appendices, as reviewed, discussed and noted by the Performance and Audit Committee at its meeting on 13th September, updates the Partnership Board on the performance of the Partnership's strategy and project workstreams over the last quarter.

2 NEW MONITORING AND REPORTING STRUCTURE

- 2.1 This report continues with previous improvements to the format presented at the last Board, with the aim of presenting a clear and concise summary of each project currently underway, with a specific focus on budget, programme and risk.
- 2.2 The cover page to the appendix provides a high-level summary for each project, with following pages providing further detail on each project to allow for additional scrutiny from the Performance and Audit Committee. Financial information has been provided on a project-by-project basis, with the original budget figures shown being subject to Board approval and Audit sign off of the 23/24 accounts.
- 2.3 Also presented is a risk register and an issue log for all projects, so that these can be seen overall rather than by project.
- 2.4 Ad hoc work will continue to refine this new report structure, and any feedback from the Board is welcome.
- 2.5 This project report sits alongside a 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 Performance and Audit Committee of progress against project objectives, with the aim of this commencing for all projects from the start of 25/26.

3. KEY ISSUES AND FUNDING

- 3.1 Overall, all projects are currently running to plan and budget. One project (the Strategic Active Travel Network) has an estimated 4 week delay due to problems in resolving funding, however this is considered to be a minor issue at this point.
- 3.2 There are a range of risks across the projects but, following mitigation, no high risks remain. One key theme within the project risks revolves around stakeholder engagement. This will be discussed further as part of internal project management meetings to identify any further actions that may be needed in this area.

- 3.3 The issue with data from Lothian Buses feeding into the RTPi system is close to a resolution with full system integration work complete and final testing to be complete in September and, if successful, a system-wide rollout will follow. However, it should be noted that this project has been subject to repeated slippages over the past few months.
- 3.4 Key progress updates:
- The case of change for the Regional Bus Strategy has been approved by the Board subject to minor edits. Work is now progressing on investigating strategy and options.
 - Work is progressing on an investigation into collaborative procurement of EV public charging infrastructure.
 - A joint procurement exercise to replace the currently Mobility as a Service platform and improve the customer experience is currently underway with Tactran. This includes GoSEStran (our Mobility as a Service app), VoyagAR (an add-on that allows carers to remotely follow user journeys, to communicate with users in real time, and adds an augmented reality view of streetscape to make it easier for users to follow directions), and 3 Tactran apps covering NHS, education and a national park.
- 3.5 The ACCESS to Goods proposal was not approved for funding from the UK Research & Innovation Fund, but positive feedback was received, it was an extremely competitive fund with a high number of submissions. SEStran and partners will look to progress the concept via other funds. The ACCESS for goods project aimed to co-create a novel tool to support local authorities in designing appropriate policies and plans to maximise opportunities for sustainable logistics in local areas while reducing carbon emissions due to their movements.
- 3.6 SEStran, in partnership with European partners, submitted an EU (European Union) Horizon project proposal in September. The FUSION (Freight and Urban System Integration for Optimised Networks) project, if approved for funding, will focus on developing solutions and pilots to optimise urban transport networks through innovative synchro- and co-modality approaches, integrating complementary modes of transport to enhance efficiency and sustainability. Feedback is expected from the EU Commission in January 2025.
- 3.7 Baselineing of projects in the RTS Delivery Plan is behind schedule. This is due to the internal decision to meet with all the Regional Prosperity Framework local authority officer leads individually, 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.

4 PEOPLE AND PLACE PLAN

- 4.1 The People and Place Plan has been integrated into appendix 1 but, given its scale, it is presented with its own risk register and budget. For reporting purposes, the Plan has been broken down into three areas according to who will be spending the funding – Local Authorities, third parties, and SEStran.

- 4.2 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.
- 4.3 Alongside the reporting, grant claims were received from all except one non-local authority delivery partner, and 1 local authority. The total claim for Q1 was £425,118 - which was £43,257 lower than forecast. The reasons for this were:
- One invoice was miscoded which meant spent was not recorded against PPP – this has since been resolved
 - Several small claims that weren't submitted due to being very low value – this grant has been spent and will be part of the Q2 claim
 - A small number of projects spending less than expected in Q1 due to initial delays/longer planning periods than expected – all of these are expected to make up this spending in future quarters and spend their grants in full

A grant claim for Q2 will be made to TS over 2 instalments in September and October. These are currently forecast to total £1.4million.

- 4.4 A key highlight of the quarter has been a knowledge-sharing workshop which was run by SEStran on 29th August, with representatives of each LA among around 20 attendees, including Transport Scotland. Feedback from the day was positive with many local authorities finding it a great networking opportunity to find out about other active travel behaviour change projects across the region:
- 75% of attendees found the event extremely organised, and 25% well organised
 - 63% ranked the event excellent, and the remaining 38% ranked the event good
 - And 88% found the themes relevant to their work

Many fed back that they found the in-person particularly helpful in understanding the content. The feedback also suggests there is a large degree of interest in themed events, and in a wider range of events involving other stakeholders.

- 4.5 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/>

5 RECOMMENDATIONS

- 5.1 The Partnership Board is asked to note progress recorded by project in the past quarter, summarised in the attached Appendix

Michael Melton
Programme Manager
27th September 2024

Appendix: SEStran Projects & Strategy Tracker – September 2024

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 Summary

Project	Finance Status		Programme Status		Milestones					Risks		Issues			Last Updated	
	Finance Status	Change since Q1	Programme Status	Change since Q1	No on track	No completed	No late completed	No delayed	No late	No Medium	No High	No Medium	No High	No Critical		
Thistle Assistance	On Budget	↔	On Target	↔	0	0	0	0	0	0	0	0	0	0	0	30/08/2024
VoyagAR	On Budget	↔	On Target	↔	2	0	0	0	0	1	0	0	0	0	0	26/08/2024
Real Time Passenger Information	On Budget	↔	On Target	↔	1	0	0	1	0	2	0	1	0	0	0	22/07/2024
GoSEStran	On Budget	↔	On Target	↔	2	0	1	1	0	3	0	1	0	0	0	26/08/2024
Go Ebike	On Budget		On Target		4	0	0	0	0	0	0	0	0	0	0	02/09/2024
Strategic Network	On Budget	↔	Minor Delay	↔	1	0	0	1	1	1	0	0	0	0	0	30/08/2024
EV Delivery	On Budget	↔	Minor Delay	↓	0	1	1	3	0	2	0	0	0	0	0	30/08/2024
Regional Bus Strategy	On Budget	↔	On Target	↔	2	0	1	0	1	3	0	0	0	0	0	26/08/2024
Transport to Healthcare	On Budget	↔	On Target	↔	0	1	0	1	0	2	0	1	0	0	0	30/08/2024
Regional Freight Strategy	On Budget	↔	On Target	↔	0	1	1	0	0	2	0	0	0	0	0	30/05/2024
RTS Delivery Plan	On Budget	↔	On Target	↔	5	1	0	0	1	2	0	0	0	0	0	30/08/2024
Rail Strategy	On Budget	↔	On Target	↔	0	0	0	0	0	1	0	0	0	0	0	30/05/2024
Total					17	4	4	7	3	19	0	3	0	0		
People and Place Plan:										6	0	0	0	0		
Local Authority Projects	On Budget	↔	On Target	↔	3	2	1	0	0							30/08/2024
Non-Local Authority Projects	On Budget	↔	On Target	↔	3	2	0	0	0							30/08/2024
SEStran Projects	On Budget	↔	On Target	↔	5	2	0	0	0							30/08/2024
Total					11	6	1	0	0	6	0	0	0	0		

Project Risk Register

Risk Number	Project	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	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 29/05		In Progress	01/04/2024	29/05/2024	KF
PR002	Thistle Assistance	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 29/05		In Progress	01/04/2024	29/05/2024	KF
PR003	Thistle Assistance	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 29/05		In Progress	01/04/2024	29/05/2024	KF
PR004	VoyagAR	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	As per planned response/mitigations 30/08	Met with Tactran 05/24 to agree procurement approach	In Progress	01/04/2024	30/08/2024	KF
PR005	Real Time Passenger Information	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 29/05		In Progress	01/04/2024	29/05/2024	KF
PR006	Real Time Passenger Information	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 29/05		In Progress	01/04/2024	29/05/2024	KF
PR007	Real Time Passenger Information	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 LA partners and suppliers to come to agreement	Unlikely	Minor	Low Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR008	GoSEStran	Lack of funding to continue with the app past September	Probable	Major	High Risk	Continue to seek other funding sources in collaboration with Tactran. Ongoing dialogue with TS around future plans for MaaS and outcome of pilot evaluation	Possible	Major	Medium Risk	Put in place outline comms plan in case funding cannot be secured and app has to close - RS by 11/07 Raise with TS 11/07	Some additional funding secured from TS and SCSP fund - 01/04	In Progress	01/04/2024	04/07/2024	RS
PR009	GoSEStran	Uncertainty over responsibilities and workload between SEStran and Tactran either leading to duplication or effort or tasks being missed	Probable	Moderate	Medium Risk	Regular dialogue with Tactran on joint working at all levels. SLA being developed with Tactran to clearly identify responsibilities.	Possible	Moderate	Medium Risk	Tactran to sign SLA - remove risk once complete	Task list created by Tactran to allow SEStran to track workload and progress 20/06 SLA signed by BB 04/07	In Progress	01/04/2024	04/07/2024	RS

Project Risk Register

Risk Number	Project	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
PR010	GoSEStran	Delays to procurement mean a new supplier cannot be in place until after September when the current contract expires, leaving a gap in provision Risk of app being closed down if issues are not resolved	Possible	Major	Medium Risk	Ongoing discussion with Tactran to identify optimal procurement route - Identifying process for extending Ember contract to ensure continuous delivery	Possible	Major	Medium Risk	Put in place outline comms plan in case funding cannot be secured and app has to close - CD/RS by 30/06	Joint procurement workshop held with Tactran and P&K Council Discussions held with Innovate UK on potential for procurement support	In Progress	01/04/2024	20/06/2024	RS
PR011	GoSEStran	Challenge to extension of current contract by 6 months by other potential tenderers	Possible	Major	Medium Risk	Take legal advise. Explain to potential suppliers need for extension to current contract to allow funding discussions to conclude. Issue a VEAT notice and advise potential tenders of forthcoming procurement.	Remote	Major	Low Risk	As per planned response/mitigations 29/05	Communication sent to all potential tenderers about extension and future plans - 28/03 VEAT notice published - 28/03	In Progress	01/04/2024	29/05/2024	AF
PR012	Strategic Network	Lack of funding to proceed with work leads to project being paused/cancelled	Probable	Major	High Risk	Seek alternate funding for Falkirk routes elements to ensure these can progress. Deliver mapping work as part of PPP. Continue to seek funding to conclude review of network	Possible	Moderate	Medium Risk	As per planned response/mitigations 29/05	Include mapping work in PPP support tender - 30/04 Funding agreed with Falkirk Council to complete Falkirk route design - 28/05	In Progress	01/04/2024	29/05/2024	MM
PR013	Strategic Network	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	As per planned response/mitigations 29/05	Met with Scottish Ramblers re their walking mapping work and potential to work together - 23/05	In Progress	01/04/2024	29/05/2024	BHJ
PR014	EV Delivery	failure to secure funding commitments from local authorities to fund a collaborative exercise	Possible	Major	Medium 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	Unlikely	Major	Medium Risk	Finalise procurement of Project Manager to complete the Project Initiation Document	Drafted standard Committee paper that each LA can use to seek relevant approvals Met with senior officer in each LA to discuss plans and seek initial £5k of funding Met with TS to understand level of grant remaining across the region	In Progress	01/04/2024	29/05/2024	MM
PR015	EV Delivery	Compressed timescale required to reach contract start date is very tight, and leads to either low quality of work and/or missed deadlines	Probable	Major	High Risk	Seek early procurement of specialist support to drive forward project	Possible	Major	Medium Risk	Finalise procurement of consultant support with regional agreement - 07/06	Met with CEC to secure agreement to extend scope of their existing commission to cover regional work	In Progress	01/04/2024	29/05/2024	MM
PR016	Regional Bus Strategy	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 29/05		In Progress	01/04/2024	03/09/2024	RM

Project Risk Register

Risk Number	Project	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
PR017	Regional Bus Strategy	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 29/05	Website page created: https://sestran.gov.uk/projects/regional-bus-strategy/	In Progress	01/04/2024	03/09/2024	RM
PR018	Regional Bus Strategy	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 29/05		In Progress	01/04/2024	03/09/2024	RM
PR019	Transport to Healthcare	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 29/05		In Progress	01/04/2024	03/09/2024	RM
PR020	Transport to Healthcare	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 29/05		In Progress	01/04/2024	03/09/2024	RM
PR021	Regional Freight Strategy	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 29/05		In Progress	01/04/2024	29/05/2024	KF
PR022	Regional Freight Strategy	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 response/mitigations 29/05		In Progress	01/04/2024	29/05/2024	KF
PR023	RTS Delivery Plan	Lack of engagement from stakeholders	Possible	Major	Medium Risk	Regular meetings and opportunities to collaborate	Unlikely	Major	Medium Risk	As per planned response/mitigations 29/05		In Progress	01/04/2024	03/09/2024	RM
PR024	RTS Delivery Plan	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 29/05		In Progress	01/04/2024	03/09/2024	RM
PR025	Rail Strategy	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 29/05		In Progress	01/04/2024	29/05/2024	KF

Project Risk Register

Risk Number	Project	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
PR026	GoSEStran	Ad hoc nature of support service through Zoho could mean responses to customers are delayed resulting in poor customer experience	Possible	Moderate	Medium Risk	Schedule checks with Tactran to ensure reponses are sent within a timely manner	Unlikely	Moderate	Low Risk	As per planned response/mitigations 20/06		In Progress	20/06/2024	20/06/2024	RS

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	In Progress	11/12/2023	29/05/2024	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	22/05/2024	29/05/2024	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.	New	20/06/2024	22/07/2024	RS

Thistle Assistance

Budget Code: 92077
 Responsible Officer: Keith Fisken
 Manager: Keith Fisken
 RTS Objectives: 1, 3, 4
 Last Updated: 30/08/2024

Programme Status: On Target

Finance Status: On Budget

RTS Actions
<ul style="list-style-type: none"> • Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network
Project Summary
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.
Q1 Progress
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.
Q2 Progress
Updates made to existing App - security and useability enhancements
Q3 Progress
Q4 Progress

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

Budget		
	Income	Expenditure
Original Budget	£15,996	£42,000
Current Budget	£15,996	£42,000
Spend to Date	£0	£804
Remaining	£15,996	£41,196
Predicted future spend	£15,996	£41,196
Predicted total spend	£15,996	£42,000
Predicted Variance	£0	£0

VoyagAR

Budget Code: 92089
 Responsible Officer: Rebecca Smith
 Manager: Keith Fiskin
 RTS Objectives: 1, 3, 4
 Last Updated: 26/08/2024

Programme Status: On Target

Finance Status: On Budget

RTS Actions
<ul style="list-style-type: none"> • Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network
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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Procurement of supplier complete	30/09/2024			On Track	26/08/2024
Go live date for app	31/01/2025			On Track	26/08/2024

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

Real Time Passenger Information

Budget Code: 92019
 Responsible Officer: Rebecca Smith
 Manager: Keith Fiskin
 RTS Objectives: 1, 3, 4
 Last Updated: 22/07/2024

Programme Status: On Target

Finance Status: On Budget

RTS Actions
<ul style="list-style-type: none"> •Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network •Introduce Real Time Passenger Information for public transport services through mobile applications, stations and stops and across all parts of the region
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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Complete review of screen network	30/09/2024			On Track	26/08/2024
Lothian tracker going live on RTPi screens	31/07/2024	31/09/2024		Delayed	26/08/2024

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

Go SEStran

Budget Code: 92086
 Responsible Officer: Rebecca Smith
 Manager: Michael Melton
 RTS Objectives: 1, 3, 4
 Last Updated: 26/08/2024

Programme Status: On Target

Finance Status: On Budget

RTS Actions
<ul style="list-style-type: none"> Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network Deliver a regional MaaS pilot scheme to establish the long-term viability of MaaS in the region
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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Report to Board on next steps	27/09/2024			On Track	26/08/2024
New supplier in place	30/09/2024			On Track	26/08/2024
Ember contract extension awarded	31/07/2024	20/08/2024	13/08/2024	Complete - Late	26/08/2024
Funding secured for 2025-27	27/09/2024	31/12/2024		Delayed	26/08/2024

Budget		
	Income	Expenditure
Original Budget	£174,750	£174,750
Current Budget	£174,750	£174,750
Spend to Date	£56,000	£3,978
Remaining	£118,750	£170,772
Predicted future spend	£118,750	£170,772
Predicted total spend	£174,750	£174,750
Predicted Variance	£0	£0

Go Ebike

Budget Code: 92076
 Responsible Officer: Beth Harley-Jepson
 Manager: Michael Melton
 RTS Objectives: 1, 2, 4
 Last Updated: 02/09/2024

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 were started to identify additional employers to take part in further employer trials. Skills Development Scotland were identified as interested. Brompton hire lockers went live at Musselburgh QMU and at Sheriffhall Park and Ride.
Q3 Progress
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Brompton Haymarket locker gets go-ahead from Scotrail	30/09/2024			On Track	02/09/2024
Brompton Haymarket locker installed on site	31/03/2025			On Track	02/09/2024
Two employer trials delivered in partnership with TKH	30/03/2025			On Track	02/09/2024
Existing Brompton lockers small launch event and promotion campaign.	28/10/2024			On Track	02/09/2024

Budget		
	Income	Expenditure
Original Budget	-£2,638	£27,362
Current Budget	-£2,638	£27,362
Spend to Date	-£2,638	£515
Remaining	£0	£26,847
Predicted future spend	£0	£26,847
Predicted total spend	-£2,638	£27,362
Predicted Variance	£0	£0

Strategic Network

Budget Code: 92082
 Responsible Officer: Beth Harley-Jepson
 Manager: Michael Melton
 RTS Objectives: 1, 2, 4
 Last Updated: 30/08/2024

Programme Status: Minor Delay

Finance Status: On Budget

RTS Actions
<ul style="list-style-type: none"> •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 •Deliver road safety measures that enable people to safely use active travel within the region
Project Summary
This project is in 2 parts: 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. 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.
Q1 Progress
<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
Q2 Progress
<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
Q3 Progress
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Feedback on current design complete	30/06/2024	31/08/2024		Late	19/08/2024
Completion of design work	30/09/2024	31/01/2025		Delayed	19/08/2024
Completion of baseline map (via PPP)	30/11/2024			On Track	30/05/2024

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

EV Delivery

Budget Code: 92088
 Responsible Officer: Michael Melton/Rebecca Smith
 Manager: Brian Butler
 RTS Objectives: 1, 4
 Last Updated: 30/08/2024

Programme Status:

Minor Delay

Finance Status:

On Budget

RTS Actions
<ul style="list-style-type: none"> •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. •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
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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Form governance structure	30/04/2024	31/08/2024	30/04/2024	Complete	19/08/2024
Procure PM & consultant support	31/05/2024	07/06/2024	19/06/2024	Complete - Late	19/08/2024
Procurement docs complete	30/09/2024	31/10/2024		Delayed	30/08/2024
Procurement begins (scope tbc)	31/10/2024	06/01/2025		Delayed	30/08/2024
Tender awarded (scope tbc)	30/05/2025	30/06/2025		Delayed	30/08/2024

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

Regional Bus Strategy

Budget Code: 92087
 Responsible Officer: Rachael Murphy
 Manager: Keith Fiskin
 RTS Objectives: 1, 3, 4
 Last Updated: 26/08/2024

Programme Status: On Target

Finance Status: On Budget

RTS Actions
<ul style="list-style-type: none"> •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) •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 •Deliver the bus priority interventions funded by Transport Scotland's Bus Partnership Fund and subsequently identified by the Regional Bus Priority study •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
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 begun 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) RBS main body in progress</p>
Q3 Progress
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Case for Change	17/05/2024	30/05/2024	30/05/2024	Complete - Late	26/08/2024
Options Appraisal	31/08/2024			Late	26/08/2024
Draft Strategy Published	31/12/2024			On Track	26/08/2024
Consultation on Strategy	01/02/2025			On Track	26/08/2024

Budget		
	Income	Expenditure
Original Budget	£150,000	£225,000
Current Budget	£150,000	£225,000
Spend to Date	£150,000	£32,051
Remaining	£0	£192,949
Predicted future spend	£0	£192,949
Predicted total spend	£150,000	£225,000
Predicted Variance	£0	£0

Transport to Healthcare

Budget Code: 92062
 Responsible Officer: Rachael Murphy
 Manager: Keith Fiskin
 RTS Objectives: 2
 Last Updated: 30/08/2024

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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
First meeting with all boards	16/05/2024		16/05/2024	Complete	19/08/2024
Agreed projects for collaboration	31/08/2024	31/03/2025		Delayed	04/09/2024

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

Regional Freight Strategy

Budget Code: 92080
 Responsible Officer: Keith Fisken
 Manager: Keith Fisken
 RTS Objectives: 1, 4
 Last Updated: 30/05/2024

Programme Status: On Target

Finance Status: On Budget

RTS Actions
<ul style="list-style-type: none"> Work with partners to identify, through the further development of the SEStran Freight Strategy, locations where Freight Consolidation Centres could be located 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 Identify opportunities to implement innovation and automation in the freight and logistics industry in the region, including the delivery of relevant pilot projects 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
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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Present option to freight forum	30/05/2024		30/05/2024	Complete	19/08/2024
Access for goods funding feedback	31/07/2024		08/08/2024	Complete - Late	19/08/2024
Submit FUSION Proposal	06/09/2024				

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

RTS Delivery Plan

Budget Code: 92042
 Responsible Officer: Rachael Murphy
 Manager: Keith Fiskin
 RTS Objectives: 1, 2, 3, 4
 Last Updated: 30/08/2024

Programme Status: On Target

Finance Status: On Budget

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 ESESCRD 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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Project preparation	31/05/2024		31/03/2024	Complete	19/08/2024
Baselining	31/07/2024			Late	19/08/2024
Matrix of projects	30/11/2024			On Track	30/08/2024
Procurement of consultant support	31/12/2024			On Track	30/08/2024
Identify Priority Projects	31/12/2024			On Track	30/08/2024
Develop wider RTS Action Plan	30/06/2025			On Track	30/08/2024
Drafting of RTS Delivery Plan Report	30/11/2025			On Track	30/08/2024

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

Rail Strategy

Budget Code: 92047
 Responsible Officer: Keith Fisken
 Manager: Keith Fisken
 RTS Objectives: 1, 3, 4
 Last Updated: 30/05/2024

Programme Status: On Target

Finance Status: On Budget

RTS Actions
<ul style="list-style-type: none"> Work with key stakeholders (Transport Scotland & Network) rail to develop new rail infrastructure supported by appropriate appraisal and business case development Opportunities should be explored with partners to introduce new services, including more direct links across the region, national boundaries and cross-city connections
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
Q4 Progress

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

Budget		
	Income	Expenditure
Original Budget	£0	£2,500
Current Budget	£0	£2,500
Spend to Date	£0	£0
Remaining	£0	£2,500
Predicted future spend	£0	£2,500
Predicted total spend	£0	£2,500
Predicted Variance	£0	£0

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 Awards	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					£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					£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					£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	£35,524	£10,000			£59,524	£195,000	£254,524	£13,000	£60,000	£73,000
Accessibility and Inclusion	Street Audits and Enabling Facilities	Local Authorities	£0	£500,000	£500,000	£0	£460,800					£0	£460,800	£460,800	£0	£-39,200	£-39,200
Accessibility and Inclusion	Active Travel Hubs	Third party	£0	£150,000	£150,000					£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					£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					£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			£50,000	£0			£50,000	£0	£50,000	£0	£0	£0
Capacity and Capability Building	Behaviour Change Project Officers	Third party	£129,506	£0	£129,506					£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			£100,000	£0			£100,000	£0	£100,000	£0	£0	£0
Capacity and Capability Building	Programme Preparation for 2025/26 onwards	SEStran	£80,000	£0	£80,000			£52,502	£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			£15,000	£0			£15,000	£0	£15,000	£0	£0	£0
Capacity and Capability Building	Programme level Monitoring & evaluation	SEStran	£40,000	£50,000	£90,000			£67,498	£50,000			£67,498	£50,000	£117,498	£27,498	£0	£27,498
Capacity and Capability Building	Contingency	n/a	£21,582	£0	£21,582			£2,606	£0			£2,606	£0	£2,606	£-18,976	£0	£-18,976
			£1,913,954	£3,412,200	£5,326,154	£841,100	£1,637,150	£323,130	£60,000	£749,724	£1,715,050	£1,913,954	£3,412,200	£5,326,154	£0	£0	£0

Schools and Young People	£738,950	£1,246,294	£1,985,244	£224,500	£330,850	£0	£0	£490,450	£914,644	£714,950	£1,245,494	£1,960,444	£-24,000	£-800	£-24,800
Workplaces	£71,524	£215,000	£286,524	£24,000	£185,000	£35,524	£10,000	£25,000	£80,000	£84,524	£275,000	£359,524	£13,000	£60,000	£73,000
Accessibility and Inclusion	£717,392	£1,900,906	£2,618,298	£592,600	£1,121,300	£50,000	£0	£104,768	£720,406	£747,368	£1,841,706	£2,589,074	£29,976	£-59,200	£-29,224
Capacity and Capability Building	£386,088	£50,000	£436,088	£0	£0	£237,606	£50,000	£129,506	£0	£367,112	£50,000	£417,112	£-18,976	£0	£-18,976

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 decisions Online tool being developed for transparency on where all funding is being spent and results of this	Unlikely	Moderate	Low Risk		Monitoring tool to be live by 14/07	In Progress	29/01/24	03/09/24	MM
PPP14	Reduction in revenue funding by TS 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	Programme revised to retain revenue funding in key areas such as communities and walking/wheeling Jacobs commissioned to carry out EqIA of entire plan	Possible	Moderate	Medium Risk	Promote plan EqIA to projects as a resource to promote equity in project delivery		In Progress	25/03/24	28/05/24	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		Review reserve list of projects by 31/07. Develop proposal for contingency by 31/07.	In Progress	12/04/24	03/09/24	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 2 new Projects Officers in place. Regular PPP updates to wider team. Distribute LA and third parties between the team	Unlikely	Moderate	Low Risk	Brief new comms officer on budget and proposals w/c 30th September.	Call to LAs for providing case study support.	In Progress	12/04/24	03/09/24	MM
PPP20	Need to claim grant funds from TS after partners have submitted a claim to SEStran either leads to delay in payments to partners or negative cashflow for SEStran and subsequent charges	Highly Probable	Moderate	High Risk	Gain claim profile info from each partner on a monthly basis to understand cashflow requirements. Work with TS to find solution for advance payments based on this claim profile Discuss with TS options for payment up front on this claim profile	Possible	Moderate	Medium Risk	Update grant claim guidance for Q2 claims by 6/09/24	Develop financial reporting sheet and share with partners at inception meetings. Compile initial claim profile from partners and share with TS - by 07/06. Advanced claim submitted to TS in June. Assessed Q1 claim process.	In Progress	12/04/24	03/09/24	MM
PPP21	Potential for overlap of projects being funded via the CPTF could dilute impact or result in confusion over funding	Possible	Moderate	Medium Risk	Regular contact with CPTF team to understand what is being funded by them in the SEStran region. Seek to show these projects on regional project map for full transparency	Unlikely	Minor	Low Risk	Review meeting with Paths for All on 05/09/24.		In Progress	28/05/24	03/09/24	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 aware 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	To raise at 1:1 meetings with LAs during Q2	Raise in inception meeting with consultant - by 7/7	In Progress	28/05/24	03/09/24	BHJ
PPP25	Inability to evidence impact of projects on modal shift results in reduced/no funding from TS in future years	Probable	Major	High Risk	Develop open portal for full transparency on projects funded and their monitoring results. Ongoing engagement with TS Gather case study evidence to supplement quantitative reporting, esp when this may not be available until March 25 or into 25/26	Possible	Moderate	Medium Risk	To raise at 1:1 meetings with LAs during Q2 Develop ITT for evaluation of 24/25 programme 20/09/24.	Share monitoring framework with each partner and discuss in inception meetings	In Progress	28/05/24	03/09/24	MM

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
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 solutions for 25/26 by 30/09		New	03/07/24	03/07/24	BHJ
PPP27	There is a risk 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 Q2		New	03/07/24	03/07/24	MM
PPP27	There is a risk 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 Q2		New	03/07/24	03/07/24	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: 30/08/2024

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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Project award	01/04/2024	30/04/2024	30/04/2024	Complete - Late	28/05/2024
Inception Meetings	31/05/2024		24/05/2024	Complete	28/05/2024
Q1 Reporting & Claims	12/07/2024		09/07/2024	Complete	05/08/2024
Q2 Reporting & Claims	11/10/2024			On Track	05/08/2024
Q3 Reporting & Claims	17/01/2025			On Track	05/08/2024
Q4 Reporting & Claims	11/04/2025			On Track	05/08/2024

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: 30/08/2024

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 Q1 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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Project award	01/04/2024	30/04/2024	30/04/2024	Complete - Late	28/05/2024
Inception Meetings	31/05/2024		24/05/2024	Complete	28/05/2024
Q1 Reporting & Claims	12/07/2024		09/07/2024	Complete	05/08/2024
Q2 Reporting & Claims	11/10/2024			On Track	05/08/2024
Q3 Reporting & Claims	17/01/2025			On Track	05/08/2024
Q4 Reporting & Claims	11/04/2025			On Track	05/08/2024

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: 30/08/2024

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
Q4 Progress

Milestones					
Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Award monitoring tender	26/04/2024		26/04/2024	Complete	28/05/2024
Award plan development tender	31/05/2024	07/06/2024	07/06/2024	Complete - Late	28/05/2024
Q1 report to TS	12/07/2024		12/07/2024	Complete	05/08/2024
Q2 Knowledge Sharing Event	29/08/2024		29/08/2024	Complete	30/08/2024
Q2 Report to TS	14/10/2024			On Track	30/08/2024
25/26 Plan approved by Board	06/12/2024			On Track	30/08/2024
Q3 Report to TS	17/01/2025			On Track	30/08/2024
Q4 Report to TS	15/04/2025			On Track	30/08/2024
24/25 evaluation report to TS	30/06/2025			On Track	30/08/2024

Public Services Reform (Scotland) Act 2010

1. INTRODUCTION

- 1.1 The Regional Transport Partnerships are included in the schedule of the Public Services Reform (Scotland) Act 2010. This requires annual publication of certain information and this report advises the Board of the information to be published.

2. DATA TO BE PUBLISHED

2.1 Expenditure

- 2.1.1 Section 31 (1) and (2) require public bodies to publish as soon as is reasonably practicable after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:

- Public relations
- Overseas travel
- Hospitality and entertainment
- External consultancy
- Payments with a value in excess of £25,000
- Members or employees who received remuneration in excess of £150,000.

2.2 SUSTAINABLE ECONOMIC GROWTH

- 2.2.1 Section 32(1)(a) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to promote and increase sustainable growth through the exercise of its functions. As this requires the publication of a statement it is not sufficient simply to refer to other published material such as the annual report.

2.3 EFFICIENCY, EFFECTIVENESS & ECONOMY

- 2.3.1 Section 32(1)(b) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to improve efficiency, effectiveness and economy in the exercise of its functions. Again, this requires the publication of a free standing statement and it is not sufficient simply to refer to other published material such as the annual report.

2.4 The data as described in sections 2.1 to 2.3 of this report is included in appendix 1 of this report and will be published on the SEStran website in accordance with the requirements of the Act.

3. RECOMMENDATION

3.1 The Board is asked to note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in appendix 1 of this report.

Cheryl Fergie
Business Support Officer
September 2024

Appendix 1 – Statement of Compliance with the Public Services Reform (Scotland) Act 2010

Appendix 2 – PSRA Invoice Details

Policy Implications	None
Financial Implications	As detailed in appendix 1.
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None
Climate Change Implications	None

Appendix 1 - Statements of Compliance with the Public Services Reform (Scotland) Act 2010

1. BACKGROUND

1.1 Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010 (“the Act”) impose duties on Scottish public bodies to publish information on expenditure and certain other matters as soon as is reasonably practicable after the end of each financial year. This statement is produced by the South East of Scotland Transport Partnership (SEStran) to ensure compliance with the requirements of the Act.

1.2 SEStran works hard to be a transparent, responsive, best-value organisation that delivers on its vision for the South East of Scotland’s transport network, as outlined in its statutory Regional Transport Strategy.

1.3 SEStran’s vision aims to deliver:

“A South-East of Scotland, fully integrated transport system that will be efficient, connected and safe; create inclusive, prosperous and sustainable places to live, work and visit; be affordable and accessible to all, enabling people to be healthier; and delivering the region’s contribution to net zero emissions targets.”

1.4 SEStran’s annual report and accounts for 2023/24 set out the impact of this work and the outcomes achieved, together with associated costs. The draft annual report for 2023/24 was presented to the SEStran Partnership Board in March 2023.. The purpose of this PRSA statement is to disclose those costs which are relevant to Section 31(1) and (2) of the Act. A link to this report will be published with the finalised Annual Report.

1.5 Section 31(1) of the 2010 Act requires public bodies to publish as soon as is reasonably practical after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:

- Public relations
- Overseas travel
- Hospitality & entertainment
- External consultancy
- Payments more than £25,000.00
- Members or employees who received remuneration in excess of £150,000.00

1.6 Public bodies are required to publish the total amount of expenditure incurred during each financial year on or in connection with each of the categories set out above, but it is of course open to SEStran to publish a more detailed breakdown of expenditure if they so wish.

2. PUBLIC RELATIONS

2.1 SEStran spent £17,561.98 on public relations in 2023/24.

This represents 0.7% of the total expenditure for the year. The majority of expenditure was on marketing costs to increase awareness of and support the delivery of SEStran project activity and available services, for example the Thistle Assistance Programme, and the GO SESTRAN MaaS App.

3. OVERSEAS TRAVEL

3.1 SEStran incurred an expenditure of £2210.20 on overseas travel in 2023/24.

This is the equivalent of 0.1% of total expenditure for the year. This travel is in relation to European projects that SEStran is involved in and is therefore subsidised by the EU at percentages varying from 50% to 85%.

4. HOSPITALITY & ENTERTAINMENT

4.1 SEStran incurred an expenditure of £0 on hospitality in 2023/24.

5. EXTERNAL CONSULTANCY

5.1 SEStran incurred expenditure of £497,711.90 on external consultancy.

This is the equivalent of 20% of the total expenditure for the year. See sections 6.2 & 6.3 below for further detail.

6. PAYMENTS IN EXCESS OF £25,000

6.1 Section 31(3) of the Act places a duty on public bodies to publish the amount, date, payee and subject matter of any payment made during the financial year which has a value in excess of £25,000.

6.2

SEStran made the following payments over £25,000.

Payee	Subject Matter	Gross Amount
Anderson Strathern	Legal support for SEStran for core functions and project contract preparation	£27,579.60
Journeo Passenger Systems Ltd	Development of real time passenger information infrastructure	£646,194.72
Trapeze	Third party system (Novus FX) used to provide bus real-time information	£58,312.56
Onestop IT Solutions	IT support	£33,799.80
SWECO	Urban Cycle Networks	£54,199.20

Dundee Cycle Company Ltd	Active Travel Network.	£37,824.00
Edinburgh Napier University	Partner contribution for EU SURFLOGH	£26,435.16
Forth Environmental Link	Grant Claim for Urban Cycle Networks.	£100,000.00
Harts Cyclery	Active Travel Network	£76,384.00

A payment of £27,579.60 was made to Anderson Strathern for legal support for SEStran for core functions and project contract preparation

Payment of £646,194.72 was made to Journeo Passenger Systems for installation of real-time passenger information screens in the region as part of the regional framework agreement.

A payment of £58,312.56 was made to Trapeze for the management, maintenance, and development of the NOVUS FX system for regional real-time real passenger information (under a 3-year contract).

Payment of £33,799.80 was made to Onestop IT Solutions to provide IT support services to SEStran, as per the service contract.

Payment of £54,199.20 was made to SWECO for active travel design support.

Payment of £37,824.00 was made to Dundee Cycle Company Ltd in relation to Active Travel Network.

Payment of £26,435.16 was made to Edinburgh Napier University in relation to EU SURFLOGH reimbursement for their contribution to the project.

Payment of £100,000.00 was made to Forth Environmental Link as a Grant Claim for Urban Cycle Networks.

Payment of £76,384.00 was made to Harts Cyclery in relation to Active Travel Network.

Throughout 2023/2024 SEStran paid certain consultants more than £25,000 over several payments. These are listed below:

Supplier	Subject Matter	Total Amount	Comments
Andrew Ferguson	Project Consultancy Support	£37,500.00	Professional Fees – consultancy support
Arup	Active Travel Network	£321,777.00	Professional Fees for Active

			Travel Network development
Paystream	Project Consultancy Support	£62,280.00	Professional Fees – consultancy support
Urban Foresight	Regional EV Infrastructure	£36,000.00	EV Positioning Statement and Strategy

7. MEMBERS OR EMPLOYEES WHO RECEIVE REMUNERATION IN EXCESS OF £150,000

- 7.1 Section 31(4) of the Act places a duty on public bodies to publish the number of individuals who received remuneration more than £150,000.
- 7.2 No employee, office holder or other individual involved with SEStran received remuneration more than £150,000 during 2023/24.

8. SUSTAINABLE ECONOMIC GROWTH

- 8.1 Section 32(1)(a) of the Act places a duty on public bodies to publish a statement of the steps it has taken during the financial year to promote and increase sustainable growth through the exercise of its functions.
- 8.2 SEStran is a statutory body, under the Transport (Scotland) Act 2005 and is tasked with producing a Regional Transport Strategy for the South East of Scotland.
- 8.3 The following sets out the steps that SEStran has taken in 2023/24 to promote and increase sustainable economic growth in the exercise of its functions. Further information on this and our work is contained in our Audited Annual Accounts and Annual Report for 2023/24.
- 8.4 SEStran, in collaboration with its partner organisations, plays a pivotal role in fostering sustainable economic growth through the planning and execution of regional transportation enhancements. Additionally, it provides crucial support for transportation services, with key projects like real-time passenger information, GO SEStran MaaS and Thistle Assistance. SEStran's continuous investment and project implementation initiatives significantly bolster the regional economy. This multifaceted effort encompasses all modes of transportation and is geared towards enhancing connectivity, accessibility, emissions reduction, and offering an appealing, seamless, and dependable travel experience. These facets are fundamental components of sustainable economic advancement.
- 8.5 The Regional Transport Strategy (RTS), which was approved by Scottish Ministers in March 2023, constitutes a vital statutory mandate for SEStran. SEStran maintains close collaboration with its constituent councils, Transport

Scotland, regional growth deals, and other stakeholders to ensure the coordination, efficient implementation, and alignment of transportation policies and programs in the southeast of Scotland with the overarching goal of contributing to sustainable economic growth.

- 8.6 SEStran's internal staff training and development policies culminate in the cultivation of a highly skilled team, ideally positioned to meet the evolving needs of the economy.

9. EFFICIENCY, EFFECTIVENESS AND ECONOMY

- 9.1 Section 32(1)(a) of the Act requires public bodies to publish a statement of the steps taken to improve efficiency, effectiveness, and economy in the exercise of their functions.
- 9.2 The following sets out the steps that South-East of Scotland Regional Transport Partnership (SEStran) has taken in 2023/24 to improve its efficiency, effectiveness, and economy in the exercise of its functions.
- 9.3 Supporting the principles of public sector reform, SEStran is aware of the overall need to ensure the delivery of public services as efficiently and effectively as possible.
- 9.4 In relation to the Scottish Government's National Outcome 16: Our public services are high quality, continually improving, efficient and responsive to local people's needs, we are committed to delivering services that are high quality, continually improving, efficient and responsive.
- 9.5 When purchasing and procuring SEStran have continued to make use of the Public Contracts Scotland (PCS) portal and available public sector frameworks, to maximise best value for money opportunities. It is intended to continue to use available frameworks and PCS for procurement.
- 9.6 In the current economic climate, and with reduced resources, SEStran will continue to work with stakeholders, partners, contractors and suppliers to ensure effective delivery of strategy, policy and projects that deliver against the RTS and the vision for the transport network of the South East of Scotland.

End of Appendix.

SESTRAN

Public Services Reform (Scotland) Act 2010 Information

Year ended 31st March 2024

1) Public Relations

Account code 3531/ 3541

Supplier	External costs - invoiced (net)	Internal Staff Costs	Supplier Total	Comments
Active Cycling Projects	£73		£73	009658
Alliance Print Ltd	£37			22249
Alliance Print Ltd	£119			22371
Alliance Print Ltd	£35			22863
Alliance Print Ltd	£43			22870
Alliance Print Ltd	£46			22614
Alliance Print Ltd	£105			22624
Alliance Print Ltd	£54		£438	23116
Artur Sieradzinski	£110		£110	2
Children's Health Scotland	£1,000		£1,000	TABLE_SPONSOR_03/10
DC Publishing Ltd	£1,000			DCP14259
DC Publishing Ltd	£1,000			DCP14357
DC Publishing Ltd	£1,000		£3,000	DCP14389
Distinctive Media Group Ltd	£450		£450	2481
East Lothian Council	£93			INV0272772
East Lothian Council	£32		£124	INV0274395
Hillside Agency	£28			INV-3769
Hillside Agency	£1,000			INV-3799
Hillside Agency	£4,000			INV-3808
Hillside Agency	£4,188		£9,216	INV-3826
Impact Publishing Ltd	£2,250		£2,250	SI-1338
Witch Media Ltd	£900		£900	713

Total

£17,562

£17,562

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2024

2) Overseas Travel Account code 2821

Reason	Origin / Destination	Travel Costs	Subsistence	Accommodation	Comments	EU Contribution	Cost to SEStran	
EU Bling - Assen - Accomodation 24/04/2023 - 27/04/2023	Accommodation Assen 26/04/2023 2 nights			539.79	Peter Jackson / Keith Fiske	50%	269.90	
	Airport fare Schipol - Assen 26/04/23	26.72			Peter Jackson	50%	13.36	
	Airport fare Schipol - Assen 26/04/23	26.72			Keith Fiske	50%	13.36	
	Subsistence Schiphol Airport		15.65		Keith Fiske	50%	7.83	
	Subsistence Schiphol Airport		18.30		Peter Jackson	50%	9.15	
	Airport fare Assen - Schipol - 27/04/23	26.71			Keith Fiske	50%	13.36	
	Airport fare Assen - Schipol - 27/04/23	26.71			Peter Jackson	50%	13.36	
	Subsistence Edinburgh Airport			35.04	Keith Fiske	50%	17.52	
	Penalty Fee - Bremen trip cancelled and replaced with Edi - Amsterdam return flight	63.26			Peter Jackson / Keith Fiske	50%	31.63	
	Penalty Fee - Bremen trip cancelled and replaced with Edi - Amsterdam return flight	96.16			Peter Jackson / Keith Fiske	50%	48.08	
	Edinburgh Airport Car Park			22.49	Peter Jackson	50%	11.25	
	EU Primas - Portugal - 28/05/23 - 02/06/23	Edinburgh - Porto Flight	101.46			Andrew Ferguson	50%	50.73
		Accommodation Lisbon 31/05/2023			113.02	Jonathan Padmore	50%	56.51
Accommodation Lisbon 31/05/2023				113.02	Meredith Scott	50%	56.51	
Edinburgh / Porto Flight		171.13			Hattie James	50%	85.57	
Lisbon / Edinburgh		104.45			Meredith Scott	50%	52.23	
Lisbon / Edinburgh		233.41			Harriet James	50%	116.71	
Lisbon / Edinburgh		115.66			Jonathan Padmore	50%	57.83	
Accommodation Porto 29/05/2023		468.22			Andrew Ferguson / Harriet James / Jonathan Padmore / Scott Meredith	50%	234.11	
Edinburgh - Porto		151.99			Meredith Scott	50%	76.00	
EU Primas - Amsterdam - 13/09/23 - 15/09/23	Accommodation Coimbra 29/05/2023			1,118.41	Andrew Ferguson / Harriet James / Jonathan Padmore / Scott Meredith	50%	559.21	
	Accommodation Amsterdam			494.58	James Harriet	50%	247.29	
	Aberdeen / amsterdam / Aberdeen	337.50			James Harriet	50%	168.75	
Total		1,950.10	91.48	2,378.82		Total Net	2,210.20	

SESTRAN

Public Services Reform (Scotland) Act 2010 Information

Year ended 31st March 2024

3) Hospitality & Entertainment Account code 3849

description

Supplier	Project / Service	Net Amount	Comments	EU Contribution	Cost to SEStran	internal ref

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2024

4) External Consultancy Account code 4841

Supplier	Project / Service	Net Amount	Supplier Total	Comments
Anderson Strathern	MOBILITY AS A SERVICE (MAAS)	£33.00		Fee for Professional services rendered to 31st May 2023
Anderson Strathern	MOBILITY AS A SERVICE (MAAS)	£2,181.00		Fee for Professional services rendered to 31st May 2023
Anderson Strathern	MOBILITY AS A SERVICE (MAAS)	£2,000.00		Fee for Professional services rendered to 31st May 2023
Anderson Strathern	MOBILITY AS A SERVICE (MAAS)	£33.00		Fee for Professional services rendered to 31st May 2023
Anderson Strathern	CORE	£9.00		Fee for Professional services rendered to 31st May 2023
Anderson Strathern	MOBILITY AS A SERVICE (MAAS)	£1,602.00		Fee for Professional services rendered to 31st May 2023
Anderson Strathern	CORE	£728.00		Fee for Professional services rendered to 31st May 2023
Anderson Strathern	GO e-BIKE	£1,174.00		Fee for Professional services rendered to 31st May 2023
Anderson Strathern	MOBILITY AS A SERVICE (MAAS)	£5,405.00		Fee for Professional services rendered to 30th June 2023
Anderson Strathern	CORE	£348.00		Fee for Professional services rendered to 30th June 2023
Anderson Strathern	GO e-BIKE	£187.00		Fee for professional services rendered to 31st July 2023
Anderson Strathern	MOBILITY AS A SERVICE (MAAS)	£3,140.00		Fee for professional services rendered to 31st July 2023
Anderson Strathern	MOBILITY AS A SERVICE (MAAS)	£1,699.00	£18,539.00	Fee for professional services rendered to 31st August 2023
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£2,625.00		Forth Valley Bus Alliance work
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,400.00		Midlothian Bus Alliance work
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,800.00		Midlothian Bus Alliance work
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,200.00		Midlothian Bus Alliance work
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£5,200.00		Forth Valley Bus Alliance work
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,000.00		Forth Valley Bus Alliance work
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£2,800.00		Forth Valley Bus Alliance work
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£2,400.00		Forth Valley Bus Alliance work
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£3,200.00		Forth Valley Bus Alliance work
Andrew Ferguson	PROJECT CONSULTANCY SUPPORT	£4,875.00	£37,500.00	Forth Valley Bus Alliance work
Ansons Consulting Ltd	MOBILITY AS A SERVICE (MAAS)	£6,589.90		30% of total fee payable on completion of the Final Report
Ansons Consulting Ltd	MOBILITY AS A SERVICE (MAAS)	£460.00	£7,049.90	Incentives for research
Anup	ACTIVE TRAVEL NETWORK	£15,000.00		SEStran Active Travel Routes
Anup	ACTIVE TRAVEL NETWORK	£64,000.00		SEStran Active Travel Routes
Anup	ACTIVE TRAVEL NETWORK	£40,500.00		SEStran Active Travel Routes
Anup	ACTIVE TRAVEL NETWORK	£8,647.50		SEStran Active Travel Routes
Anup	ACTIVE TRAVEL NETWORK	£125,000.00		SEStran Active Travel Routes
Anup	ACTIVE TRAVEL NETWORK	£15,000.00	£268,147.50	SEStran Active Travel Routes
City of Edinburgh Council	EU SURFLOUGH	£450.00		Preparation of Surflogh Final Claim
City of Edinburgh Council	EU SURFLOUGH	£450.00		Preparation of Surflogh Final Claim
City of Edinburgh Council	EU BLING	£450.00	£1,350.00	Preparation of Bling Final Claim
Hillside Agency	MOBILITY AS A SERVICE (MAAS)	£45.00		PINGO East Lothian Logo update
Hillside Agency	THISTLE ASSISTANCE	£35.00		Thistle Assistance website
Hillside Agency	CORE	£35.00	£115.00	SEStran website update
Mott MacDonald	MOBILITY AS A SERVICE (MAAS)	£2,270.83		SEStran MaaS PM Support
Mott MacDonald	MOBILITY AS A SERVICE (MAAS)	£1,462.50		SEStran MaaS PM Support
Mott MacDonald	MOBILITY AS A SERVICE (MAAS)	£2,387.50	£6,120.83	SEStran MaaS PM Support
Paysstream	PROJECT CONSULTANCY SUPPORT	£3,000.00		Dummy Agen From
Paysstream	CORE	£6,300.00		Dummy Agen From
Paysstream	CORE	£6,900.00		Dr. Thomas Bernard Flanagan
Paysstream	CORE	£7,200.00		Dr. Thomas Bernard Flanagan
Paysstream	CORE	£5,400.00		Dr. Thomas Bernard Flanagan
Paysstream	CORE	£6,600.00		Dr. Thomas Bernard Flanagan
Paysstream	CORE	£6,600.00		Dr. Thomas Bernard Flanagan
Paysstream	CORE	£9,900.00	£51,900.00	Dr. Thomas Bernard Flanagan
Philippa Barber	ACTIVE TRAVEL NETWORK	£864.00		Porty Energy Cycle Trainer Course
Philippa Barber	GO e-BIKE	£215.60	£1,079.60	Porty Energy Cycle Ride Leader Course 29 November 2023
Rosie Docherty HR Consulting	CORE	£437.50		SJC Job Evaluation Scheme
Rosie Docherty HR Consulting	CORE	£1,650.00	£2,087.50	SJC Job Evaluation Scheme
S82 Consulting	R37 RTS MONITORING	£1,966.50		2035 Monitoring – Programmed Investment Plan Project
S82 Consulting	R37 RTS MONITORING	£2,320.57		2035 Monitoring – Programmed Investment Plan Project
S82 Consulting	R37 RTS MONITORING	£1,425.00		2035 Monitoring – Programmed Investment Plan Project
S82 Consulting	R37 RTS MONITORING	£9,179.37		2035 Monitoring – Programmed Investment Plan Project
S82 Consulting	R37 RTS MONITORING	£7,866.00		2035 Monitoring – Programmed Investment Plan Project
S82 Consulting	R37 RTS MONITORING	£558.13	£23,315.57	2035 Monitoring – Programmed Investment Plan Project
streetwise	ACTIVE TRAVEL NETWORK	£890.00	£890.00	streetwise
Sweco UK Ltd	URBAN CYCLE NETWORKS	£6,200.00		Cameron Toll to EBQ Active Travel
Sweco UK Ltd	URBAN CYCLE NETWORKS	£15,000.00		Cameron Toll to EBQ Active Travel
Sweco UK Ltd	URBAN CYCLE NETWORKS	£3,000.00		Cameron Toll to EBQ Active Travel
Sweco UK Ltd	URBAN CYCLE NETWORKS	£5,000.00		Cameron Toll to EBQ Active Travel
Sweco UK Ltd	URBAN CYCLE NETWORKS	£15,966.00	£45,166.00	Cameron Toll to EBQ Active Travel
Systra Ltd	TRANSPORT APPRAISAL	£4,176.00	£4,176.00	Charges for professional services
Urban Foresight Ltd	REGIONAL EV INFRASTRUCTURE	£10,000.00		EV Positioning Statement and Strategy
Urban Foresight Ltd	REGIONAL EV INFRASTRUCTURE	£15,000.00		EV Positioning Statement and Strategy
Urban Foresight Ltd	REGIONAL EV INFRASTRUCTURE	£5,000.00	£30,000.00	EV Positioning Statement and Strategy
Zedify		£275.00	£275.00	Rider hours for SEStrans

Total £497,711.90 £497,711.90

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2024

5) Payments in Excess of £25,000 (including VAT)

Payee	Commodity / Service Description	Payment Date	Gross Amount	Supplier Total
Anderson Strathern	Thistle Assistance	26/02/2024	198.00	
Anderson Strathern	Core	26/02/2024	2,061.60	
Anderson Strathern	Thistle Assistance	20/12/2023	660.00	
Anderson Strathern	Mobility As A Service (Maas)	20/12/2023	235.20	
Anderson Strathern	Mobility As A Service (Maas)	22/11/2023	464.40	
Anderson Strathern	Mobility As A Service (Maas)	16/10/2023	1,713.80	
Anderson Strathern	Mobility As A Service (Maas)	22/09/2023	2,029.80	
Anderson Strathern	Mobility As A Service (Maas)	30/08/2023	3,768.00	
Anderson Strathern	Go e-BIKE	31/07/2023	224.40	
Anderson Strathern	Core	31/07/2023	417.60	
Anderson Strathern	Mobility As A Service (Maas)	31/07/2023	6,486.00	
Anderson Strathern	Go e-BIKE	26/06/2023	1,408.80	
Anderson Strathern	Core	26/06/2023	873.80	
Anderson Strathern	Mobility As A Service (Maas)	26/06/2023	1,922.40	
Anderson Strathern	Core	26/06/2023	10.80	
Anderson Strathern	Mobility As A Service (Maas)	26/06/2023	39.60	
Anderson Strathern	Mobility As A Service (Maas)	21/04/2023	2,400.00	
Anderson Strathern	Mobility As A Service (Maas)	13/04/2023	2,617.20	
Anderson Strathern	Mobility As A Service (Maas)	21/04/2023	39.60	27,579.60
Andrew Ferguson	Project Consultancy Support	18/04/2023	4,875.00	
Andrew Ferguson	Project Consultancy Support	22/02/2024	3,200.00	
Andrew Ferguson	Project Consultancy Support		2,400.00	
Andrew Ferguson	Project Consultancy Support	15/12/2023	2,800.00	
Andrew Ferguson	Project Consultancy Support	11/10/2023	4,000.00	
Andrew Ferguson	Project Consultancy Support	03/10/2023	5,200.00	
Andrew Ferguson	Project Consultancy Support	23/08/2023	3,200.00	
Andrew Ferguson	Project Consultancy Support	14/07/2023	4,800.00	
Andrew Ferguson	Project Consultancy Support	15/06/2023	4,400.00	
Andrew Ferguson	Project Consultancy Support	13/05/2023	2,928.00	37,500.00
Arup	Active Travel Network	25/04/2023	18,000.00	
Arup	Active Travel Network		10,377.00	
Arup	Active Travel Network	31/01/2024	150,000.00	
Arup	Active Travel Network	02/02/2024	48,600.00	
Arup	Active Travel Network	13/12/2023	76,800.00	
Arup	Active Travel Network	18/10/2023	18,000.00	321,777.00
Dundee Cycle Company Ltd	Active Travel Network		37,824.00	37,824.00
Edinburgh Napier University	Eu Surflogh	03/11/2023	10,899.82	
Edinburgh Napier University	Eu Surflogh	13/07/2023	15,935.24	26,435.16
Forth Environment Link	Urban Cycle Networks	Grant Claim	100,000.00	100,000.00
Harts Cyclery	Active Travel Network	13/04/2023	76,384.00	76,384.00
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	19/03/2024	55,632.00	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	19/03/2024	27,825.60	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	14/03/2024	9,738.96	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	07/03/2024	115,939.20	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	07/03/2024	214,041.60	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	04/03/2024	60,710.40	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	09/01/2024	71,145.00	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	24/05/2023	699.60	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	18/04/2023	6,956.40	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance	21/04/2023	37,467.36	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance		4,743.00	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance		31,620.00	
Journeo Passenger Systems Ltd	Rtpi - System Maintenance		9,675.60	646,194.72
OneStop ITS Ltd	Core	26/03/2024	144.00	
OneStop ITS Ltd	Core	01/04/2023	2,087.52	
OneStop ITS Ltd	Core	01/05/2023	2,087.52	
OneStop ITS Ltd	Core	01/06/2023	2,135.52	
OneStop ITS Ltd	Core	01/07/2023	2,135.52	
OneStop ITS Ltd	Core	01/08/2023	2,135.52	
OneStop ITS Ltd	Core	01/09/2023	2,135.52	
OneStop ITS Ltd	Core	01/10/2023	2,135.52	
OneStop ITS Ltd	Core	01/11/2023	2,135.52	
OneStop ITS Ltd	Core	11/01/2024	2,135.52	
OneStop ITS Ltd	Core	01/02/2024	2,135.52	
OneStop ITS Ltd	Core	27/02/2023	5883.02	
OneStop ITS Ltd	Core	01/02/2024	6,818.88	33,799.80
Paystream	Project Consultancy Support	12/06/2023	3,600.00	
Paystream	Core	27/09/2023	6,480.00	
Paystream	Core	12/06/2023	7,560.00	
Paystream	Core	17/10/2023	7,920.00	
Paystream	Core	16/11/2023	7,920.00	
Paystream	Core	29/06/2023	8,280.00	
Paystream	Core	31/07/2023	8,840.00	
Paystream	Core	14/12/2023	11,880.00	62,280.00
Sweco UK Ltd	Urban Cycle Networks	13/04/2023	19,159.20	
Sweco UK Ltd	Urban Cycle Networks	13/04/2023	6,000.00	
Sweco UK Ltd	Urban Cycle Networks	22/12/2022	3,600.00	
Sweco UK Ltd	Urban Cycle Networks	22/12/2022	18,000.00	
Sweco UK Ltd	Urban Cycle Networks	28/07/2022	7,440.00	54,199.20
Trapèze	Core	26/03/2024	58,312.56	58,312.56
Urban Foresight Ltd	Regional Ev Infrastructure	23/01/2024	12,000.00	
Urban Foresight Ltd	Regional Ev Infrastructure	11/01/2024	18,000.00	
Urban Foresight Ltd	Regional Ev Infrastructure	15/02/2024	6,000.00	36,000.00

Total 1,518,286.04 1,518,286.04