

SESTRAN PARTNERSHIP BOARD MEETING

**Dean of Guild Courtroom, City Chambers, Edinburgh, EH1 1YJ
Or via Microsoft Teams
10:00am Friday 6th December 2024**

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

AGENDA

Page No's

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

AGENDA A – POINTS FOR DECISION

- A1. CHAIR'S INTRODUCTION – Cllr Sally Pattle**
- A2. MINUTES**
For Approval
(a) Partnership Board – Friday 27th September 2024
(b) Performance and Audit Committee – 29th November 2024
- A3. FINANCE REPORTS**
(a) Indicative Financial Plan 2025/26 to 2026/27 - Report by Richard Lloyd-Bithell/Iain Shaw
(b) Finance Officer's Report– Report by Iain Shaw
(c) 2023/24 Annual Audit Report and Audited Annual Accounts 2023/24 – Report By Richard Lloyd-Bithell/Iain Shaw
- A4. PARTNERSHIP DIRECTOR'S UPDATE – Presentation by Brian Butler**
- A5. PEOPLE AND PLACE PLAN – Report by Michael Melton**
- A6. REGIONAL BUS STRATEGY – Report by Rachael Murphy**
- A7. COMMUNICATIONS STRATEGY – Presentation by Sarah Junik**
- A8. CLIMATE CHANGE DUTIES REPORT – Report by Rebecca Smith**

A9. PROGRAMME OF MEETINGS 2025 – Report by Brian Butler

A10. DATE OF NEXT MEETING:

The date of the next meeting is **Friday 14th March 2025**

AGENDA B – POINTS FOR NOTING

B1. CONSULTATIONS UPDATE

B2. MINUTES

B2.1 Equalities and Access to Healthcare Forum – 26th September 2024

B2.2 Integrated Mobility Forum – 10th October 2024

B2.3 Logistics and Freight Forum – 21st November 2024

B3. PEOPLE AND PLACE GRANT AWARDS

B4. PROJECTS AND STRATEGY PERFORMANCE REPORT

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29 November 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 6th December 2024

<u>Item</u>	<u>Paper</u>	<u>Board Action</u>
<u>A3(a)</u>	<p><u>Indicative Financial Plan 2025/26 to 2026/27</u></p> <p>Iain Shaw will present this report, which provides an update on the emerging revenue budget for 2025/26 and an indicative revenue budget for 2026/27.</p> <p>It is recommended that the Partnership Board:</p> <ul style="list-style-type: none"> • notes the financial planning assumptions for the period 2025/26 to 2026/27 • notes that financial planning for 2025/26 to 2026/27 will continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2025 • notes that the proposed budget is subject to a number of risks. All income and expenditure of the Partnership will continue to be monitored closely with updates reported to each Partnership meeting. 	<u>For noting</u>
<u>A3(b)</u>	<p><u>Finance Officer's Report</u></p> <p>Iain Shaw will present this report, which updates the Board on performance against budget in the current financial year to the end of October, and provides a projection of full year performance.</p> <p>It is recommended that the Partnership Board notes:</p> <ul style="list-style-type: none"> • the forecast overspend on the Core revenue budget of £14,000, which is principally due to a reduction in Scottish Government grant funding and will be met by a drawdown from the Partnership's unallocated reserve; • the forecast underspend on the Projects budget of £50,000, after future lease commitments are met; • the proposed re-alignment of the Projects 2024/25 budget. 	<u>For Noting</u>
<u>A3(c)</u>	<p><u>2023/24 Annual Audit Report and Audited Annual Accounts 2023/24</u></p> <p>Iain Shaw will present this report,</p>	<u>For Noting and Approval</u>

	<p>This report presents the 2023/24 Annual Audit Report by Audit Scotland and the Audited Annual Accounts for the year ended 31st March 2024.</p> <p>It is recommended that the Partnership Board:</p> <ul style="list-style-type: none"> • Note the Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit • Authorise the Audited Annual Accounts for signature 	
<u>A4</u>	<p><u>Partnership Director's Update</u></p> <p>Brian Butler will provide an update on a range of subjects not covered in the various reports or other presentations that the Board will enjoy today.</p>	<u>For noting</u>
<u>A5</u>	<p><u>People and Place Plan</u></p> <p>Michael Melton will present an outline of the People and Place Delivery Plan, including work carried out to date, future plans, and the management of grant funds in 2025/26. Approval is also sought for grant eligibility criteria and the assessment process for the related grant funds.</p> <p>The Partnership Board is asked to:</p> <ul style="list-style-type: none"> • Note and discuss the content of this report and approve the People and Place Delivery Plan at Appendix 1 • Delegate to the Partnership Director the setting of the fund values as noted at paragraph 4.2 for Grants to Local Authorities, Grants to Third Parties, and the Community Grant Fund. • Approve the eligibility and assessment criteria at Appendix 2 for grants to third parties, and delegate to the Partnership Director the ability to vary the project section of the eligibility criteria as set out in paragraph 4.4.3 • Approve the eligibility and assessment criteria at Appendix 3 for the community grant fund and delegate to the Partnership Director the ability to vary these criteria to support alignment with SPT and Tactran as set out in paragraph 4.5.3 	<u>For Noting and Approval</u>

<u>A6</u>	<p><u>Regional Bus Strategy</u></p> <p>Rachael Murphy will provide an update on the progress of the SEStran Regional Bus Draft Strategy. She will give you a sneak peak of some videos that will help to explain our plans to our partner local authorities.</p> <ul style="list-style-type: none"> • Note the video summaries of the policy areas and provide feedback at the December 2024 board. • Respond to follow-up surveys emailed to members • Continue engaging with and supporting the strategy process 	<u>For Noting</u>
<u>A7</u>	<p><u>Communications Strategy</u></p> <p>Our new Communications and Marketing Officer, Sarah Junik, will provide some insight to her early observations and plans to raise SEStran’s profile by improving our stakeholder engagement.</p>	<u>For noting</u>
<u>A8</u>	<p><u>Climate Change Duties</u></p> <p>Rebecca Smith will provide members with a summary of SEStran’s carbon emissions for 23/24, explain changes to the previous year, and provide a summary of targets for 2024/25.</p> <p>It is recommended that the Partnership Board:</p> <ul style="list-style-type: none"> • Note the contents of the report 	<u>For Noting</u>
<u>A9</u>	<p><u>Programme of Meetings 2025</u></p> <p>This paper presents the proposed dates for the Partnership Board meetings in 2025, along with the full schedule of SEStran meetings contained in Appendix 1 of the report.</p> <p>It is recommended that the Board:</p> <ul style="list-style-type: none"> • Approves the proposed programme of meetings for 2025 • Notes the hosting arrangements for the future meetings 	<u>For Approval and Noting</u>

