

## PROJECT AND STRATEGY DELIVERY OVERSIGHT SUBGROUP

Virtual Meeting via Microsoft Teams on Thursday, 24 April 2025, 10.00 am

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Conn	West Lothian Council
	Alastair Couper	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member
	John Scott	Non-Councillor Member
<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Keith Fiskén (Chair)	SEStran
	Michael Melton	SEStran
	Rachael Murphy	SEStran

**Action by**

### 1. ORDER OF BUSINESS

KF opened the meeting and confirmed that there was no change to the order of business. Cllr McMillan's apologies were noted, and it was agreed that in his absence, KF would chair the meeting.

### 2. APOLOGIES

Apologies were submitted on behalf of Councillor McMillan and Brian Butler

### 3. DECLARATION OF INTERESTS

None.

### 4. PROPOSED TERMS OF REFERENCE

A brief overview of the Terms of Reference (ToRs) was provided to the group and the changes since the last meeting.

Discussions focused on how to ensure that the Subgroup's remit could be clearly set out to provide review and guidance on project development from pre-start to close-out. It was agreed that MM would add two additional lines to the remit section of the ToRs to set this out:

MM

*The Subgroup will review and input into early drafts of the business plan prior to Board review and approval, and review subsequent project initiation documents where these are in place; The subgroup will provide support and advice in the project development process from pre-initiation through to project close out*

It was agreed that a quorum should be set as three members, and MM will add this to the ToRs. MM

### **Decision**

The Terms of Reference for the Subgroup were approved, subject to the amendments noted above being made.

## **5. PROJECTS & STRATEGY UPDATE**

The proposed new reporting format was presented for comment.

All agreed that it would be helpful to highlight on each project who the key partners are, and who is the lead partner (if this is not SEStran). MM  
MM to make this update.

It was also agreed that a short narrative should be included within the report on areas of work that are not SEStran 'projects', such as consultation responses, attendance at Steering Groups, and communications and marketing. KF/MM/RM

MM to consider ways to show project milestones visually prior to the next meeting. MM

A summary of Q4 project performance was provided, with a focus on project underspend. It was agreed that, while the level of underspend is too high, there are justifiable reasons for this, and it was noted that a plan was being developed as to how this should be utilised within the Business Plan for 25/26. It was also noted that having business plans operating on an approximately 3-year timescale is beneficial, this forward-looking approach is being embedded into the ongoing business planning approach.

On GoSEStran and EV Delivery, the Subgroup noted that project closure reports would be provided to the next meeting to include lessons learnt, and that exec summaries of these would be provided.

A brief discussion was held on People and Place, and it was agreed that the Subgroup's focus on this should be on programme management and processes rather than scrutiny of individual grant-funded projects.

**Decision**

The Projects & Strategy Update report was noted.

**7. DATE OF NEXT MEETING**

Thursday 14<sup>th</sup> August 2025