

SESTRAN PARTNERSHIP BOARD MEETING

Dunedin Room, City Chambers, Edinburgh, EH1 1YJ

Or via Microsoft Teams

10:00am Friday 20th June 2025

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

AGENDA

- 1. ORDER OF BUSINESS**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**
- 4. PRESENTATION**
People and Place – 24/25 Programme Evaluation – by Claire Colquhoun, Julia Allard and Oliver Harte of Urban Foresight

AGENDA A – POINTS FOR DECISION

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|------------|---|------------|
| A1. | <u>MINUTES</u> (For Approval) | |
| | (a) Partnership Board – Friday 15 th March 2025 | 7 |
| | (b) Special Partnership Board – 23 rd April 2025 | 16 |
| | (c) Performance and Audit Committee – 6 th June 2025 | 18 |
| A2. | UNAUDITED ANNUAL ACCOUNTS 2024/25, TREASURY MANAGEMENT REPORT 2024/25 - Report by Richard Lloyd-Bithell, Treasurer/Iain Shaw | 22 |
| A3. | INTERNAL AUDIT REPORT 2024/25 – Report by Colin McCurley | 77 |
| A4. | PARTNERSHIP DIRECTOR’S UPDATE – Report by Brian Butler | 100 |
| A5. | GOVERNANCE SCHEME UPDATE – Report by Brian Butler | 132 |
| A6. | TRANSPORT TO HEALTH LITERATURE REVIEW – Report by Rachael Murphy | 145 |
| A7. | COMMUNICATIONS AND MARKETING UPDATE – Report by Sarah Junik | 182 |

A8.	APPOINTMENTS TO PERFORMANCE AND AUDIT COMMITTEE – Report by Brian Butler	187
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DATE OF NEXT MEETING:

The date of the next meeting is **Friday 26 September 2025**

AGENDA B – POINTS FOR NOTING

B1.	CONSULTATION RESPONSES – Report by Andrew Ferguson	189
B2.	RISK MANAGEMENT FRAMEWORK – Report by Angela Chambers	208
B3.	PROJECTS & STRATEGY PERFORMANCE – Report by Michael Melton	225
B4.	SUMMARY OF AWARDS TO PEOPLE AND PLACE PROGRAMME – Report by Michael Melton	295

Gavin King
Secretary to SESTRAN
Head of Democracy, Governance and Resilience
Legal and Assurance Division
The City of Edinburgh Council
Waverley Court 2.1
Edinburgh
EH8 8BG

13 June 2025

Telephone: 0131 529 4239 or E-mail: gavin.king@edinburgh.gov.uk

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

Partnership Board Agenda Briefing Note – 20 June 25

<u>Item</u>	<u>Paper</u>	<u>Board Action</u>
4	<p>People and Place Presentation – Urban Foresight</p> <p>Urban Foresight will present the key findings of the 24/25 People and Place Programme Evaluation as well as key recommendations for future programmes.</p>	<u>For Noting</u>
A2	<p>Unaudited Annual Accounts 2024/25 & Treasury Management Report 2024/25</p> <p>Despite a 5% reduction in funding from Transport Scotland, and due to prudent planning and careful management, we were underspent by £84k on our Core Budget, and £264k on our Project Budgets, although these figures are subject to external audit.</p> <p>The Partnership Board is asked to note:</p> <ul style="list-style-type: none"> • The unaudited Annual Accounts for 2024/25 • That the audited Annual Accounts, incorporating the Auditor's report, will be presented to the Performance and Audit Committee and Partnership Board in due course. • The annual Treasury Management report for 2024/25 	
A3	<p>Internal Audit Report</p> <p>SEStran is audited by City of Edinburgh auditors once each year as part of our financial services SLA. SEStran selects the activity or process to be audited, usually based on the perceived level of risk or exposure. This year we selected People and Place finger processes.</p> <p>The Partnership Board is asked to:</p> <ul style="list-style-type: none"> • Note the outcomes of the 2024/25 internal audit of the SEStran People and Place Funding Proposals, including IA findings and recommendations and agreed management actions and implementation dates • Note the progress with completion of management actions from previous audits 	<u>For Noting</u>

	<ul style="list-style-type: none"> • Provide input on key risks or any areas of concern that the Committee would like Internal Audit to consider including in the 2025/26 audit plan. 	
A4	<p>Partnership Director's Update</p> <p>Brian Butler will provide an update on the below subjects covered in the report.</p> <ul style="list-style-type: none"> • Regional Bus Strategy • Financial Planning Procedure • Electric Vehicle Charging Infrastructure • Council Requisitions • Strategic Stakeholder Liaison Group • Strategy Work • Potential Railway Stations at Newburgh and Winchburgh • People and Place Visits • Flat Bus Fare Pilot • Reduction in Car Use <p>The Partnership Board is asked to note the contents of this report.</p>	<u>For Noting</u>
A5	<p>Governance Scheme Update</p> <p>The purpose of the report is to seek approval of the revised Governance Scheme documents.</p> <p>It is recommended that the Board approve the amendments to the below documents:</p> <ul style="list-style-type: none"> • Part 1 – Standing Orders • Part 3 – List of Officers Powers • Part 4 – Approved Financial Rules • Part 7 – Grant Standing Orders 	<u>For Approval</u>
A6	<p>Transport to Health Literature Review</p> <p>The purpose of this report is to present to the Partnership Board the literature review of Transport to Health (TtH), which will precede a SEStran Transport to Health Strategy.</p> <p>The following points are covered within the report:</p> <ul style="list-style-type: none"> • Baseline data 	<u>For Noting</u>

	<ul style="list-style-type: none"> • Challenges • Opportunities • Gaps in data <p>The Partnership Board is asked to:</p> <ul style="list-style-type: none"> • Note the findings of the review • Offer any suggestions on how to fill data gaps • Share Transport to Health efforts with their networks • Agree to SEStran continue this work into a TtH Strategy in the coming years 	
A7	<p>Communications and Marketing Update</p> <p>The purpose of this report is to provide the Partnership Board with an update of the SEStran communications and marketing work that has been taking place over the last eight months. There will be updates on the following:</p> <ul style="list-style-type: none"> • LinkedIn • Newsletter • Website • Blogs • Factsheets • Annual Report 2024/25 • Thistle Assistance digital marketing campaign • People and Place case study films <p>The Partnership Board is asked to:</p> <ul style="list-style-type: none"> • Note the communications and marketing activity that has taken place • Provide, where appropriate, commentary on the report • Note the availability of the newsletter and social media channels and share with others where appropriate 	<u>For Noting</u>
A8	<p>Appointments to Performance and Audit Committee</p> <p>This report seeks the Board's approval of nominations to the Performance and Audit Committee by Clackmannanshire Council, and to acknowledge the</p>	<u>For Approval</u>

	<p>resignations of Non-Councillor Members Kate Sherry and Geoff Duke</p> <p>The Partnership Board is asked to:</p> <ul style="list-style-type: none"> • Approve the appointment of Cllr Scott Harrison to the Performance and Audit Committee • Put on record its thanks to both Kate Sherry and Geoff Duke for all their contributions to the Board, and to wish them success in their future roles • Note that recruitment of Non-Councillor Board Members will begin in September 2025 in order to align with the end of the current term in March 2026 	
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