

## PROJECT AND STRATEGY DELIVERY OVERSIGHT SUBGROUP

Virtual Meeting via Microsoft Teams on Thursday, 14 August 2025, 10.00 am

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Conn	West Lothian Council
	Alastair Couper	Non-Councillor Member
	Councillor McMillan (Chair)	East Lothian Council
	John Scott	Non-Councillor Member

<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Andrew Ferguson	SEStran
	Sandra Lavergne	SEStran
	Michael Melton	SEStran
	Rachael Murphy	SEStran
	Rebecca Smith	SEStran

**Action by**

### 1. ORDER OF BUSINESS

As per agenda

### 2. APOLOGIES

Apologies were submitted on behalf of Simon Hindshaw, Brian Butler, and Kieth Fiskien

### 3. DECLARATION OF INTERESTS

None.

### 4. MINUTES OF THE SUBGROUP - 24th April 2025

Agreed as presented

### 5. PROJECT CLOSE REPORT – GOSESTRAN

A discussion took place around additional lessons learnt that should be taken forward, especially around commercial alternatives that may be available, and to make sure the specific need that a project is fulfilling is set out at the start, as well as clear aims and objectives.

RS to update the lessons learnt sections of the project close report to include: RS

- Be clear on the unique selling point and specific need of any future app/software (or wider project if relevant) development prior to commencing work
- Carry out a full review of commercial alternatives prior to any future app/software (or wider project if relevant) development to identify if there is a gap that is not (and will not) be filled by a commercial product
- For future pilot projects, ensure that the benefit of running them to SEStran is clear, in addition to the benefit to the funder

### **Decision**

It was agreed to note the report subject to the above additions

## **6. PROJECT CLOSE REPORT – ELECTRIC VEHICLE STRATEGY**

There was a discussion around SEStran's role as a facilitator /consultant/project manager, and how best SEStran could build on this work to support future regional working

It was suggested that next steps in this area could be around fleet/bus/larger vehicle charging, which is an area where SEStran have begun to submit funding applications. KF, MM & RS to assess any additional areas of work in this area.

KF, MM,  
RS

### **Decision**

It was agreed to note the report

## **7. PROJECTS AND STRATEGY PERFORMANCE REPORT**

It was noted that in future the report should be double checked for the use of acronyms

MM

### Transport to Healthcare:

There was a general discussion around wider transport impacts on travel to healthcare and connections with other work (such as the Bus Strategy), the work of other RTPs in this area, and that it was important to clearer point out what is wrong with the transport to healthcare at present.

It was noted that the risk around lack of stakeholder buy in was being well mitigated currently, going about this the right way

It was agreed that the case for change report would be brought to a future PaSDOS meeting once complete to discuss next steps, especially around ensuring political and stakeholder buy in. It was also suggested that, instead of trying to find a holistic solution, it may be preferable initially to find and put in place a small number of solutions to specific problems that would make a big impact.

RM

#### Thistle Assistance:

It was noted that it was important to focus on engagement with the public and bus operators, and that the link with the SEStran at 20 event and promotion could be explored.

SL/RM

#### **Decision**

It was agreed to note the contents of the report.

### **8. PROJECTS AND STRATEGY RISK REGISTER**

There were several points of discussion, especially around the risks of funding delays which have an influence directly on SEStran work and on the connected work of our LAs and wider stakeholders.

It was agreed that a project closure report for VoyagAR would be brought to next Subgroup

KF/RS

The role of PaSDOS in risk management was explored, and it was agreed that this should flow down from the Board review of the corporate risk register, and so the for the first PaSDOS meeting following this a more in depth agenda item on project risk will be included.

MM

#### **Decision**

It was agreed to note the contents of the report.

### **9. DATE OF NEXT MEETING**

Provisionally Friday 24<sup>th</sup> October, 10am. MM to send round date to check availability

MM