

PROJECT AND STRATEGY DELIVERY OVERSIGHT SUBGROUP

Virtual Meeting via Microsoft Teams on 24 October 2025, 10.00 am

PRESENT:	<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
	Simon Hindshaw	Non-Councillor Member

IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	Keith Fiskien	SEStran
	Rachael Murphy	SEStran
	Rebecca Smith	SEStran

Action by

1. ORDER OF BUSINESS

As per agenda

2. APOLOGIES

Apologies were submitted on behalf of Brian Butler, and Michael Melton

3. DECLARATION OF INTERESTS

None.

4. MINUTES OF THE SUBGROUP – 14 August 2025

Agreed as presented

5. PROJECT CLOSE REPORT – VoyagAR

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

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

- Add in clarification on steps required before involving SEStran in similar projects and recommendations for future governance
- Continue to review team capacity and how partnerships can allow for technical projects in the future
- More information to be added on our current financial checks which have been integrated to ensure we are working with sustainable companies
- Note continued involvement in Scotland-wide projects like Traveline
- Note to keep exploring options for the code to be taken forward for 12 months

Decision

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

6. PROJECT SEStransit

KF

As discussion took place on the timescales and remit of the project. It was highlighted that the regional needs vary and the scope needs to reflect this. To ensure the group are well informed, the consultants will present to the board in December, and an update will be provided at the next PaSDOS in January.

Decision

It was agreed to note the report and to bring a progress update to the next meeting

7. PROJECTS BUDGET

The group discussed bringing budgetary matters to the group and there was consensus there it was not appropriate for this level. Request for concern to be noted around budget pressures and the need for the issue to be escalated to the Board.

Decision

It was agreed to note the report and to bring a paper to the Partnership Board for further discussion.

KF

8. PROJECTS AND STRATEGY PERFORMANCE REPORT

Decision

It was agreed to note the contents of the report.

9. PROJECTS AND STRATEGY RISK REGISTER

Discussed taking the risks to the board and whether risk training for Board members would be helpful.

Decision

It was agreed to note the contents of the report.

10. DATE OF NEXT MEETING

Suggest that the meeting is held on 16th January 2026 – currently scheduled for 30th KF to confirm meeting change and reissue invite. KF