

# SEStran Partnership Board Minutes

10.00am, Friday, 26 September 2025

Dean of Guild Court Room, City Chambers, Edinburgh, and Microsoft Teams

<b><u>Present</u></b>	<b><u>Name</u></b>	<b><u>Organisation Title</u></b>
	Cllr Sally Pattle (Chair)	West Lothian Council
	Cllr Scott Harrison	Clackmannanshire Council
	Cllr Neil Cuthbert	City of Edinburgh Council
	Cllr Stephen Jenkinson	City of Edinburgh Council
	Cllr Ruairidh Bennett	East Lothian Council
	Cllr John McMillan (Deputy Chair)	East Lothian Council
	Cllr Derek Glen	Fife Council
	Cllr Colin Davidson (substituting for Cllr Ian Cameron)	Fife Council
	Cllr Colin Cassidy	Midlothian Council
	Cllr Jenny Linehan	Scottish Borders Council
	Cllr Tom Conn	West Lothian Council
	Paul White	Non-Councillor Member
	Callum Hay	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Alistair Couper	Non-Councillor Member
	Linda Bamford	Non-Councillor Member
<b><u>In Attendance</u></b>	<b><u>Name</u></b>	<b><u>Organisation Title</u></b>
	Andrew Rose (Clerk)	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Deborah Paton	City of Edinburgh Council
	Peter Forsyth	East Lothian Council
	Ian King	East Lothian Council
	John Mitchell	Fife Council
	Anna Herriman	Midlothian Council
	Brian Butler	SEStran
	Angela Chambers	SEStran
	Cheryl Fergie	SEStran
	Sandra Lavergne	SEStran
	Michael Melton	SEStran
	Rachael Murphy	SEStran
	Keith Fiskien	SEStran

**Apologies  
for  
Absence****Name**

Cllr Sanne Dijkstra-Downie (Deputy Chair)  
Cllr Russell Imrie (Deputy Chair)  
Cllr Margaret Anslow  
Cllr Ian Cameron  
Simon Hindshaw  
John Scott

**Organisation Title**

City of Edinburgh Council  
Midlothian Council  
Falkirk Council  
Fife Council  
  
Non-Councillor Member  
Non-Councillor Member

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**1. Order of Business**

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The Chair welcomed everyone to the meeting and indicated that the order of business would be as listed in the circulated agenda.

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**2. Apologies for Absence**

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The Clerk read out the apologies which had been received, as detailed above.

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**3. Declarations of Interest**

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There were no declarations of interest.

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**A1. Minutes**

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**Decision**

- 1) That the minute of the SEStran Partnership Board of 25 June 2025 be approved as a correct record.
- 2) That the minute of the SEStran Performance and Audit Committee of 12 September 2025 be approved as a correct record.

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**A2. (a) Annual Audit Report 2024/25 and Annual Audited Accounts 2024/25**

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The Board considered a report by the Treasurer presenting both the 2024/25 Annual Audit Report by the Board's external auditor, Audit Scotland, and also the audited annual accounts for the year ended 31 March 2025.

**Decision**

- 1) That the Annual Audit Report to the Partnership Board and the Controller of Audit be noted
- 2) That the Audited Annual Accounts be authorised for signature.

(Reference – Report by the Treasurer, submitted)

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**(b) Finance Officer's Report**

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The Board considered a report by the Treasurer presenting the first update on the financial performance of the Partnership's Core and Projects budgets for 2025/26, in accordance with the financial regulations of the Partnership. The report also presented an analysis of the financial performance to end of July 2025.

### **Decision**

- 1) That the forecast underspend on the Core revenue budget of £3,000 be noted.
- 2) That the allocation of £20,000 from the General Fund Reserve for the proposed ICT technology refresh in 2025/26 be approved.
- 3) That the allocation of £119,000 from the General Fund Reserve for (a) Data Strategy - £50,000, (b) Multi Modal Interchanges - £51,000, and (c) SEStran conference - £18,000, be approved.
- 4) That the re-alignment of the 2025/26 Projects budget to reflect planned activity be approved.

(Reference – Report by the Treasurer, submitted)

### **A3. Partnership Director's Update**

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The Board considered a report by the Partnership Director which provided updates on a number of areas and subjects which were not covered in other items of business on the agenda for this meeting but which were considered to be of interest to the Board.

During its consideration of his update, the Partnership Director informed the Board that in relation to the Flat Bus Fares Pilot he would be meeting Transport Scotland the following week and would, if applicable, circulate any update to Board members thereafter.

Further, in relation to the COSLA White paper on Population Balance, the Chair encouraged any local authority that wished to contribute to this national discussion to communicate with COSLA.

### **Decision**

That the report by the Partnership Director be noted.

(Reference – Report by the Partnership Director, submitted)

### **A4. Project SESTRANSIT**

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The Board considered a report by the Partnership Director informing it that SEStran was now working with partner authorities, the Edinburgh and South East Scotland City Region team, Transport Scotland and Network Rail to develop a Strategic Business Case for an integrated regional transport network, which is a synthesis of the Regional Transport Strategy Delivery Plan and a refreshed Recommendation 12 from Transport Scotland's second Strategic Transport Projects Review.

### **Decision**

That the contents of the report be noted.

(Reference – Report by the Partnership Director, submitted)

## **A5. Regional Bus Strategy – Public Consultation**

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The Board considered a report by the Strategy Manager providing an update on the progress and initial findings of the public consultation on the Regional Bus Strategy.

During consideration, the Board was advised that it would be necessary to convene a special meeting to allow it to sign off the Strategy.

### **Decision**

- 1) That the public feedback received be noted.
- 2) That the Partnership remains engaged in the final stages of the Bus Strategy development.
- 3) That a special, online, meeting of the Board be held on 28 November 2025 to sign off the Strategy.

(Reference – report by the Strategy Manager, submitted.)

## **A6. Non-Councillor Member Appointments**

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The Board considered a report by the Business Manager informing the Board of the process for the recruitment of Non-Councillor Members for the new term serving 2026 – 2030.

### **Decision**

- 1) That the reappointment and recruitment process for the new terms of Non-Councillor Members for 2026 – 2030 be noted.
- 2) That it be noted that SEStran will be required to make any appointments in line with duties as stated in the Gender Representation on Public Bodies (Scotland) Act 2018.

(Reference – report by the Business Manager, submitted.)

## **A7. Thistle Assistance Update**

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The Board considered a report by the Project Officer providing an update on progress that has been made with the Thistle Assistance Scheme.

### **Decision**

- 1) That the content of the report be noted.
- 2) That commentary on the report was welcomed.

(Reference – report by the Project Officer, submitted.)

## **A8. South East Scotland Transport Summit**

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The Board considered a report by the Strategy Manager providing an update on the progress of the South East Scotland Transport Summit.

### **Decision**

That the contents of the report be noted.

(Reference – report by the Strategy Manager, submitted.)

## **A9. People and Place Programme Monitoring and Evaluation Update**

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The Board considered a report by the Programme Manager providing an update on progress with monitoring and evaluation for the People and Place Programme following a presentation to the Board at its meeting held on 20 June 2025. The report also presented the final 2024/25 evaluation report.

### **Decision**

That the content of the report be noted.

(Reference – report by the Programme Manager, submitted.)

## **A10. Date of Next Meeting**

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The Board was reminded that its next meeting would be held on Friday, 5 December 2025 in the Dean of Guild Room, Edinburgh City Chambers and online via Microsoft Teams.

### **Decision**

The Board noted the date of its next meeting.

## **B1. Public Sector Reform Act 2010**

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The Board considered a report by the Business Support Officer carrying out the duties placed on SEStran under the Public Services Reform (Scotland) Act 2010 to publish information in relation to specific matters. The report, in appendix 1, provided this information on expenditure, sustainable economic growth, and also on efficiency, effectiveness and economy.

### **Decision**

That the material for publication under the Public Services Reform (Scotland) Act 2010, as detailed in appendix 1 of the report, be noted.

(Reference – Report by the Business Support Officer, submitted)

## **B2. SESTRAN Consultation Responses**

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The Board considered a report by the Senior Partnership Manager providing an update on SEStran's response to consultations between June and September 2025.

### **Decision**

That the content of the report, and its appendices, be noted.

(Reference – Report by the Senior Partnership Manager, submitted)

## **B3. HR Policies Report**

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The Board considered a report by the Business Manager which presented a summary of the new and revised HR policies which had been approved by the Performance and Audit Committee at its meeting held on 12 September 2025.

### **Decision**

That the content of the report be noted.

(Reference – Report by the Business Manager, submitted)

## **B4. Risk Management Report**

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The Board considered a report by the Business Manager providing the quarterly update on SEStran's corporate risk register.

### **Decision**

That the content of the report be noted.

(Reference – Report by the Business Manager, submitted)

## **B5. Projects Report**

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The Board considered a report by the Programme Manager, which had previously been considered by the Project and Strategy Oversight Sub-group and also the Performance and Audit Committee and provided an update on the performance of the Partnership's strategy and project workstreams in quarter 1 of 2025/26.

### **Decision**

That the content of the report be noted.

(Reference – Report by the Programme Manager, submitted)

## **B6. People and Place Grant Awards**

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The Board considered a report by the Programme Manager reporting variations to the 2025/26 SEStran People and Place grant awards.

### **Decision**

That the content of the report, and the variation to the 2025/26 SEStran People and Place grant awards as detailed in the appendix to the report, be noted.

(Reference – Report by the Programme Manager, submitted)

## **B7. Contracts Register**

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The Board considered a report by the Programme Manager, which had previously been considered by the Performance and Audit Committee at its meeting held on 12 September 2025, presenting the Partnership's contract register for noting in line with a commitment to transparency in procurement.

### **Decision**

That the Contract Register, as attached at Appendix 1 to the report, be noted.

(Reference – Report by the Programme Manager, submitted)

## **B8. Minutes**

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The Board considered the minute of the meeting of the SEStran Stakeholders Liaison Group held on 3 September 2025.

### **Decision**

That the minute of meeting of the SEStran Stakeholders Liaison Group held on 3 September 2025 be noted.

(Reference – minute of meeting SEStran Stakeholders Liaison Group held on 3 September 2025, submitted.)