GO
SEStran
South East of Scotland
Transport Partnership

SESTRAN PARTNERSHIP BOARD MEETING
Dean of Guild Room, City Chambers, Edinburgh, EH1 1YJ
Or via Microsoft Teams
10:00am Friday 05 December 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.   HIGHLIGHTS FROM SESTRAN SUMMIT – 4 DECEMBER 2025 – Verbal Update by Cllr Russell Imrie

AGENDA A – POINTS FOR DECISION

A9. **DATE OF NEXT MEETING:**
The proposed date of the next meeting is **13th March 2026**

AGENDA B – POINTS FOR NOTING

Gavin King
Secretary to SESTRAN
Head of Democracy, Governance and Resilience
Legal and Assurance Division
The City of Edinburgh Council
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28 November 2025

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

Partnership Board Agenda Briefing Note – 05 December 2025

Item	Paper	Board Action
A2(a)	**Indicative Financial Plan 2026/27 to 2027/28** The report updates financial planning for the 2026/27 revenue budget and indicative plans through 2028/29, based on assumptions of continued Transport Scotland core grant funding (£743k) and People and Place Programme support at 2025/26 levels. Provision is made for pay awards, pension contributions, and project allocations including the RTS Delivery Plan and Regional Bus Strategy. Reserves remain above the minimum required, though funding confirmation and project recharge levels present risks. A final budget will be presented to the Partnership Board in March 2026, with ongoing review of costs, reserves, and discussions with Transport Scotland.	For Noting
A2 (b)	**Finance Officer's Report** The report provides the second update on 2025/26 financial performance to October, confirming Core expenditure of £513k within budget and a forecast Projects underspend of £100k, largely due to external funding for the RTS Delivery Plan and carry-forward of Multi-Modal Interchange funding to 2026/27. Reserve drawdown is now expected to be £32k, leaving an unallocated balance of £189k (22% of Core budget) at year-end. Cash balances remain positive, supported by Scottish Government grants, and both Core and Projects budgets will continue to be monitored for the remainder of the year.	For Noting
A2 (c)	**Financial Planning Procedure** The report presents a new Financial Planning Procedure developed in response to the 2024/25 Annual Audit recommendation that the Partnership extend its financial planning horizon and link projections to strategic priorities. The procedure now covers a three-year period, as reflected in the Indicative Financial Plan 2026/27 to 2028/29, and is supported by City of Edinburgh Council officers. The Partnership is asked to approve the procedure as set out in Appendix 1.	For Approval

A3	**Regional Governance Report** The report outlines potential changes to regional transport governance, ranging from maintaining the current RTP model to enhanced regional roles, City Region Deal structures, or mayoral-style authorities. These developments present both risks and opportunities for SEStran, with implications for its future functions and influence. Members are asked to consider the options, contribute to the ongoing debate, and delegate the Partnership Director to represent SEStran in discussions.	<u>For Noting</u>
A4	**Grant Standing Orders** This report presents the result of a regular review of the Grant Standing Orders and proposes a small number of changes to streamline their operation and ensure they cover all grant related processes.	<u>For approval</u>
A5	**People & Place Programme** This report will update Members on initial plans for People and Place in 2026/27, and seek approval for several key areas as part of the roll out of applications for grant funding in January 2026, including: • The updated People and Place delivery plan • The eligibility and assessment criteria for grants to third parties • The eligibility and assessment criteria for the community grant fund	<u>For approval</u>
A6	**Non-Councillor Member Appointments** The Board is asked to note the conclusion of the reappointment process for six existing Non-Councillor Members, acknowledge the retirement of Dr Doreen Steele, and approve arrangements for recruiting three new members with a focus on improving diversity in line with the Gender Representation on Public Boards (Scotland) Act 2018. Dates for advertising, shortlisting, interviews, and approvals are outlined in the report, and the Board is requested to nominate a Councillor Member to join the recruitment panel alongside the Chair and Partnership Director.	<u>For Noting</u>
A7	**Scotland's Draft Climate Change Plan Consultation** The Scottish Government is consulting on its Draft Climate Change Plan (2026–2040), which sets out updated proposals for reducing car use following Audit Scotland's conclusion that the 20% reduction target by 2030 is unachievable. Board Members are asked to review the transport section of the Plan and submit comments to	<u>For Noting</u>

	reception@sestran.gov.uk by **22 January 2026**, ahead of the consultation closing on **29 January 2026**. SEStran's consolidated response will be reported at the next Partnership Board meeting.	
A8	**Programme Of Meetings 2026** This report presents the proposed dates for the Partnership Board meetings in 2026, along with the full schedule of SEStran meetings.	<u>For approval</u>
A9	**Date of the next meeting** 13 March 2026	

SEStran Partnership Board Minutes

10.00am, Friday, 26 September 2025

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

Present	Name	Organisation Title
	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 Ruaridh 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

In Attendance	Name	Organisation Title
	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 Fisken	SEStran

Apologies for Absence	Name	Organisation Title
	Cllr Sanne Dijkstra-Downie (Deputy Chair)	City of Edinburgh Council
		Midlothian Council
	Cllr Russell Imrie (Deputy Chair)	Falkirk Council
	Cllr Margaret Anslow	Fife Council
	Cllr Ian Cameron	
	Simon Hindshaw	Non-Councillor Member
	John Scott	Non-Councillor Member

1. Order of Business

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

2. Apologies for Absence

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

3. Declarations of Interest

There were no declarations of interest.

A1. Minutes

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.

A2. (a) Annual Audit Report 2024/25 and Annual Audited Accounts 20924/25

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)

(b) Finance Officer's Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.)

GO SEStran
South East of Scotland
Transport Partnership

PERFORMANCE & AUDIT COMMITTEE

**Dean of Guild Court Room, City Chambers
on Friday 21 November 2025
1.00pm**

PRESENT:

Name	Organisation Title
Councillor Tom Conn	West Lothian Council
Councillor Derek Glen	Fife Council
Councillor John McMillan	East Lothian Council
Simon Hindshaw	Non-Councillor Member
John Scott	Non-Councillor Member
Doreen Steele	Non-Councillor Member

IN ATTENDANCE:

Name	Organisation Title
Brian Butler	SEStran
Cheryl Fergie	SEStran
Andrew Fergusson	SEStran
Keith Fisken	SEStran
Christopher Gardner	Audit Scotland
Rebecca Smith	The City of Edinburgh Council
Michael Melton	SEStran
Iain Shaw	The City of Edinburgh Council

Action by

A1.   **APPOINTMENT OF CHAIR**

In the absence of the Chair, Councillor John McMullan was appointed to the Chair.

A2.   **ORDER OF BUSINESS**

It was confirmed that item 5(c) Financial Planning Procedures was withdrawn.

A3.   **APOLOGIES**

Apologies were submitted on behalf of Councillor Imrie, Midlothian Council and Councillor Linehan, Scottish Borders Council

A4.   **DECLARATION OF INTERESTS**

None.

A5.   **MINUTES**

1) To approve the minute of the Performance and Audit Committee of Friday 12 September 2025 as a correct record; and

2) To note the minute of the Project and Strategy Delivery Oversight Subgroup of Thursday 24 October 2025.

A6.   **FINANCE REPORTS**

(a) Indicative Financial Plan 2026/27 to 2028/29

An update on the financial planning being progressed for the 2026/27 revenue budget and an indicative plan for 2027/28 to 2028/29 was presented.

Decision

1) To note the financial planning assumptions for the period 2026/27 to 2028/29;

2) To note that financial planning for 2026/27 to 2028/29 will continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2026; and

3) To note that the indicative financial plan for 2026/27 to 2028/29 is subject to a number of risks.

(Reference – report by the Treasurer, submitted)

(b) Finance Officer's report

The second 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 was presented along with an analysis of financial performance to the end of October 2025. It was acknowledged that the Partnership's Core and Projects budgets for 2025/26 were approved by the Partnership on 14th March 2025.

Decision

1) To note the expenditure and income forecast for the Core revenue budget for 2025/26;

2) To note the forecast underspend of £100,000 on the Projects budget. The actual underspend will be confirmed at the

financial year-end and carried forward to 2026/27; and

3) To note the members were invited to the South East Scotland Transport Summit scheduled for the 4th of December.

(Reference – report by the Treasurer, submitted)

A7.   **RISK MANAGEMENT FRAMEWORK**

The quarterly update on SEStran's corporate risk register was presented with a focus on key risks including transport governance, funding and cyber security being provided.

Decision

1) To note the contents of the report;

2) To note that the corporate risk register will be presented to the 5 December 2025 Partnership Board for noting;

3) To note that a paper on the risks and opportunities presented by a review into transport governance (R001) will be presented to the Partnership Board on 5 December 2025; and

4) To approve the changes to the Risk Register described in paragraph 4.6 and section 5.0.

(Reference – report by the Business Manager, submitted)

A8.   **PROJECTS AND STRATEGY PERFORMANCE REPORT**

An update on the performance of the Partnership's strategy was presented. Reference was made to the Cabinet Secretary's visit to North Edinburgh Arts, 5,000 responses being received for the Regional Bus Strategy consultation, the awarding of a Transport to Health Case for Change piece to Urban Foresight and the commendation of Thistle Assistance at the National Transport Awards.

Decision

To note the contents of this report

(Reference – report by the Programme Manager, submitted)

SEStran Partnership Board Special Meeting Minutes

10.00am, Friday, 28 November 2025

Online via Microsoft Teams

Present	Name	Organisation Title
	Cllr Sally Pattle (Chair)	West Lothian Council
	Cllr Russell Imrie (Vice Chair)	Midlothian Council
	Cllr John McMillan (Vice Chair)	East Lothian Council
	Cllr Kayleigh Kinross-O'Neill	City of Edinburgh Council
	Cllr Derek Glen	Fife Council
	Cllr Ian Cameron	Fife Council
	Cllr Colin Cassidy	Midlothian Council
	Cllr Tony Boyle (substituting for Cllr Tom Conn)	West Lothian Council
	Simon Hindshaw	Non-Councillor Member
	Paul White	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Alistair Couper	Non-Councillor Member
	John Scott	Non-Councillor Member
In Attendance	**Name**	**Organisation Title**
	Andrew Rose (Clerk)	City of Edinburgh Council
	Jamie Robertson	City of Edinburgh Council
	John Mitchell	Fife Council
	Anna Herriman	Midlothian Council
	Brian Butler	SEStran
	Keith Fisken	SEStran
	Rachel Murphy	SEStran
	Sarah Junik	SEStran
	Sandra Lavernge	SEStran
Apologies for Absence	**Name**	**Organisation Title**
	Cllr Tom Conn	West Lothian Council
	Linda Bamford	Non-Councillor Member

1.   Order of Business

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

2.   Apologies for Absence

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

3.   Declarations of Interest

Paul White made a transparency statement and declared an interest by virtue as a Director of CPT Scotland.

A1.   Regional Bus Strategy

The Board received a report by the Strategy Manager which sought approval for the Regional Bus Strategy, which was attached to the report as Appendix 1. Also attached to the report, at Appendix 2, was a summary of the Regional Bus Strategy.

The report indicated that if the Strategy was approved, it would be shared with a wider audience as the SEStran Summit on 4 December 2025.

At 11am, Cllr Sally Pattle, Chair, left the meeting and Cllr Russell Imrie, Vice Chair, assumed the Chair for the remainder of the meeting.

Decision

That publication of the Regional Bus Strategy be approved.

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

Indicative Financial Plan 2026/27 to 2028/29

1.   Introduction

1.1   This report provides an update on financial planning being progressed for the 2026/27 revenue budget and an indicative plan for 2027/28 to 2028/29.

2.   Main Report

Scottish Government Budget 2026-27

2.1   The target publication date for the Scottish Government Draft Budget is anticipated to be 13th January 2026.

2.2   It is anticipated Scottish Government funding to Regional Transport Partnerships (RTPs) for 2026/27 will be advised shortly thereafter.

Financial Planning 2026/27 to 2028/29

2.3   The planning assumptions presented to the Partnership on 14th March 2025 have been updated.

2.4   Financial planning is currently based on no change in the Transport Scotland revenue grant for 2025/26, with a grant of £743,100 included in the financial plan. This assumption is identified as a financial planning risk.

2.5   In 2025/26, the Partnership was awarded additional funding of £6.369m from Transport Scotland to progress the People and Place Programme (PPP). Final confirmation has yet to be received of Programme funding for 2026/27 and beyond. Transport Scotland has advised to plan for 2026/27 on the basis of funding being at the same level as 2025/26.

2.6   The financial plan makes provision for a pay award of 3.5% to reflect the second year of the agreed pay award for 2025/26 and 2026/27. A 3% pay award is included for each of 2027/28 and 2028/29.

2.7   Following Lothian Pension Fund's Triennial Actuarial Review in 2023, Partnership employer pension fund contribution rates are now confirmed at 26.8% until 31 March 2027.

2.8   Other budget estimates have been updated to reflect forecast future costs.

2.9   The level of employee costs rechargeable to projects in 2026/27 will be confirmed upon confirmation of project budgets for 2026/27.

2.10 The cost of hosting Novus FX has been removed from the Core budget. This will be included in the Projects budget in 2026/27, with funding from either People and Place or potentially by a recharge to participating partners.

2.11 An analysis of the indicative Core budget for 2026/27 to 2028/29 is shown in Appendix 1.

2.12 The 2025/26 Projects budget is shown in Appendix 2. Proposed project activity for 2026/27 is being developed, with confirmation awaited of 2026/27 funding for the People and Place Programme. An update of the Projects budget will be reported to the Partnership, following confirmation of Scottish Government funding.

2.13 In 2025/26, the Partnership budgeted for employee costs of £107,000 to be recharged to the Projects budget and to People and Place. Work is being progressed to identify an appropriate level of employee recharge for 2026/27 and future years.

2.14 The Projects budget includes:
- £45,000 to meet the cost of the next phase of the RTS Delivery Plan and
- £51,000 to fund implementation of the Regional Bus Strategy,

as reflected in the Finance Officer report on this agenda.

2.15 Based on the updated Core budget costs for 2026/27, it is forecast that the full Scottish Government grant of £0.743m and Council contribution of £0.190m will be required to meet the cost of the Core budget.

2.16 Appendix 3 shows all budgeted expenditure and income since 2019/20.

2.17 In accordance with the provisions of the Transport Scotland (2019) Act, the Partnership has agreed a Reserves Policy and established an unallocated General Fund reserve. Based on 5% of the proposed core budget for 2026/27, an unallocated reserve of £47,000 will be required.

2.18 At 1st April 2025, the Partnership has an unallocated General Fund Reserve of £221,000. Based on the forecast requirement for drawdown of £32,000 during 2025/26, the Partnership's unallocated General Fund Reserve is forecast to be £189,000 at 1st April 2026.

2.19 At paragraph 2.12, the Finance Officer report on this agenda notes that, of the Reserve balance of £189,000 at 1st April 2026, it is intended to set aside:
- £45,000 to meet the cost of the next phase of the RTS Delivery Plan and
- £51,000 to fund implementation of the Regional Bus Strategy.

This would leave a Reserve balance of £93,000 which is £46,000 above the Partnership's minimum unallocated Reserve balance.

2.20 A risk assessment for 2026/27 is included at Appendix 4. Financial scenario planning is included at Appendix 5.

3 **Next Steps**

3.1 The Partnership's Core and Projects budgets will continue to be developed in order to achieve expenditure within available funding prior to a budget for 2026/27

2

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being presented to the Partnership Board for approval at its meeting in March 2026.

3.2 This work will require ongoing review of Core and Project costs with an assessment of potential funding and an appropriate level of employee recharge for 2026/27. A risk assessment of the deliverability of potential funding will be undertaken.

3.3 There will be ongoing discussion of funding for 2026/27 with Transport Scotland.

3.4 An assessment will be made of Reserves held in excess of 5% in order to provide Project funding for 2026/27. This offers a one-off funding source for 2026/27.

4 Recommendation

4.1 It is recommended that the Partnership:

4.1.1 note the financial planning assumptions for the period 2026/27 to 2028/29;

4.1.2 note that financial planning for 2026/27 to 2028/29 will continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2026;

4.1.3 note that the indicative financial plan for 2026/27 to 2028/29 is subject to a number of risks.

5 Background Reading/External References

5.1 Revenue Budget 2025/26 and Indicative Financial Plan 2026/27 – report to South East Scotland Transport Partnership 14th March 2025

Richard Lloyd-Bithell
Treasurer
28th November 2025

Appendix	Appendix 1 – Indicative Core Budget 2026/27 to 2028/29
	Appendix 2 – Projects – Indicative Activity 2026/27
	Appendix 3 – Summary of Revenue Budget 2019/20 – 2025/26
	Appendix 4 - Risk Assessment 2026/27

Contact	iain.shaw@edinburgh.gov.uk

Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	There are no financial implications arising.
Equalities Implications	There are no equality implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.

Indicative Core Budget 2026/27 to 2028/29

	Approved Budget 2025/26	Indicative Budget 2026/27	Indicative Budget 2027/28	Indicative Budget 2028/29
	£000	£000	£000	£000
Employee Costs				
Salaries	564	591	617	638
National Insurance	76	80	84	87
Pension Fund	151	157	165	171
Recharges (Note 1)	(149)	tbc	tbc	tbc
Training & Conferences	8	8	8	8
Interviews & Advertising	2	2	2	2
	652	**838**	**876**	**906**
Premises Costs	**21**	**21**	**21**	**21**
Transport	**5**	**5**	**5**	**5**
Supplies and Services				
Communications & Computing	48	48	48	48
Hosted ICT – Novus FX	45	0	0	0
Printing, Stationery & General Office Supplies	7	7	7	7
Insurance	7	9	9	9
Equipment, Furniture, Materials, Miscellaneous	4	4	4	4
	111	**68**	**68**	**68**
Support Services				
Finance	31	31	31	31
Legal Services / HR	7	7	7	7
	38	**38**	**38**	**38**
Corporate & Democratic				
Clerks Fees	12	12	12	12
External Audit Fees	12	12	12	12
Members Allowances and Expenses	1	1	1	1
	25	**25**	**25**	**25**
Interest	**0**	**0**	**0**	**0**
Total Gross Expenditure	**852**	**995**	**1,033**	**1,063**
Funding				
Scottish Government Grant	(662)	(743)	(743)	(743)
Council Requisitions	(190)	(190)	(190)	(190)
Total Funding	**(852)**	**(933)**	**(933)**	**(933)**
Funding Shortfall	**0**	**62**	**100**	**130**

Note 1: The level of Employee recharges to Projects remains to be confirmed, pending final confirmation of the Projects budget and People and Place funding. The Funding shortfall is therefore stated before the inclusion of employee recharges.

Projects – Indicative Activity 2026-27

Service	2025/26 Net Budget £'000	2026-27		
		Expenditure £'000	Income £'000	Net Expenditure £'000
Sustainable Travel	10			
RTPI – System Maintenance	10			
RTS Delivery Plan	55	45	0	45
Rail Strategy	13			
Equalities Access to Healthcare	60			
Hosted ICT – Novus FX	0	45		45
Regional Bike Share	25			
Thistle Assistance	8			
Transport Appraisal	0			
Active Travel Network	84			
Projects Consultancy	20			
Mobility as a Service	1			
Bus Strategy Development	71	51	0	51
Regional EV Infrastructure	0			
Freight Strategy	50			
Data Strategy	50			
Multi-Modal Exchanges	51			
Conference SEStran 2025	40			
People and Place				
Revenue	2,099			
Capital	4,270			
Scottish Government grant	(6,369)			
Total	**548**	**141**	**0**	**141**

Summary of Revenue Budget 2019/20 – 2025/26

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Core	584	581	663	619	774	876	852
Projects	690	1,080	809	907	713	275	205
People and Place						5,326	6,369
Total Budget	**1,274**	**1,661**	**1,472**	**1,526**	**1,487**	**6,477**	**7,426**
External Funding							
EU Grants	82	142	106	210	26	100	0
Other income	220	547	394	344	489	154	124
People and Place						5,326	6,369
Total External Funding	**302**	**689**	**500**	**554**	**515**	**5,580**	**6,493**
Scottish Government	782	782	782	782	782	743	743
Council Requisition	190	190	190	190	190	190	190
Total Funding	**1,274**	**1,661**	**1,472**	**1,526**	**1,487**	**6,513**	**7,426**

Risk Description	Existing Controls
Pay awards The indicative budget makes provision for a pay award of 3.5% in 2026/27 to reflect the agreed award. An uplift of 1% in pay award in 2027/28 equates to an increase of £8,500.	Alignment with Local Government Pay Policy.
Staff recharges to Projects and People and Place Programme The proposed budget assumes that a level of staff time can be recharged to Projects and to the People and Place Programme. There is a risk this may not be achievable.	The forecast of employee recharges will be reviewed as part of the ongoing budget development. Expenditure commitments will be reviewed in the event of any forecast shortfall in employee recharges.
Inflation There is a risk that the indicative budget does not adequately cover price inflation and increasing demand for services.	Allowance made for specific known price inflation. Budgets adjusted in line with current cost forecasts.
Pension Fund Contributions The value of the Partnership's pension fund was restricted to 'Nil' at 31 March 2025, following proper accounting practice. The actual surplus may lead to a decrease in future employer's pension fund contributions.	Following Lothian Pension Fund's Triennial Actuarial Review in 2023, Partnership employer pension fund contribution rates are now confirmed at 26.8% until 31 March 2027.
Funding Reductions Reduction in funding from Scottish Government and/or council requisitions. There is a risk that current levels of activity / staffing cannot be maintained due to funding constraints and that the Partnership will incur staff release costs.	Continue to seek to source external funding. Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.

Scenario planning

The principal assumptions underpinning the proposed budget are noted in the table below.

	2026/27	2027/28
Staff pay award (all staff; average provision)	3.5%	3%
Employee Recharges to Projects and People and Place Programme	Employee costs can be recharged to Projects and People and Place Programme in 2026/27.	
Office Rental	Per Scottish Government Memorandum of Terms of Occupation Agreement (MoTO).	
Other contractual commitments	Budget estimates updated when cost commitments are known.	
Transport Scotland core grant funding	Budget estimate updated when funding advised by Transport Scotland.	
People and Place grant funding	Budget estimate updated when funding advised by Scottish Government.	

The factors with the largest impact on the Partnership's income and expenditure at 2026/27 estimated values are noted in the table below.

	At 2025/26 levels, every 1% change would result in following change from core assumptions
Transport Scotland core grant funding year-on-year change	£7,500
Staff pay award (all staff; average provision)	£8,100
Employee Recharges to Projects and People and Place Programme	£1,070
Office Rental cost (MoTO)	£200
People and Place Programme funding	£64,000

In seeking to manage changes from core assumptions, the Partnership would:

- In the first instance, seek to identify additional project funding opportunities. The Partnership has a consistent track record of leveraging external funding.

- Review the partnership's costs, with the intention of reducing costs to achieve expenditure within the available funding.

- Where appropriate, discuss funding with Transport Scotland, using the Regional Transport Partnerships Chairs Forum, as required.

- Where appropriate, discuss funding with constituent councils.

Finance Officer's Report

1. Introduction

1.1 This report presents the second 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. This report presents an analysis of financial performance to the end of October 2025.

1.2 The Partnership's Core and Projects budgets for 2025/26 were approved by the Partnership on 14th March 2025.

2. Core Budget

2.1 The Core budget provides for the day-to-day running costs of the Partnership and includes employee costs, premises costs and supplies and services. The approved Core budget is £852,000. Details of the Core budget are provided in Appendix 1.

2.2 Cumulative expenditure for the seven months to 31st October 2025 was £513,000. This is within the Core budget resources available for the period.

2.3 Estimates have been updated to reflect current expenditure commitments.

2.4 For 2025/26, the cost of £49,000 to host the Novus FX service will be met by a recharge to the Projects budget.

2.5 At its meeting on 25th September 2025, the Partnership approved a drawdown of £20,000 from the Partnership's unallocated reserve for an ICT technology refresh in 2025/26. Based on the current forecast, only £13,000 of Reserve drawdown will be required.

Projects Budget

2.6 The approved Projects budget is detailed in Appendix 2.

2.7 Cumulative Projects net expenditure for the year to date is £668,000. This is within the Projects budget resources available.

2.8 At its meeting on 25th September 2025, the Partnership approved the allocation of £119,000 from the General Fund Reserve for three projects:
• Data Strategy £50,000
• Multi Modal Interchanges £51,000
• SEStran conference £18,000.
These projects are shown in column 3 of Appendix 2.

2.9 It is projected that net expenditure on projects 2025/26 will be £100,000 less than budget.

2.10 An underspend of £45,000 is forecast for the Regional Transport Strategy (RTS) Delivery Plan. This follows a successful bid by City of Edinburgh Council to the Transport Scotland Bus Infrastructure Fund for £250,000. This funding will now meet the cost of the next phase of the RTS Delivery Plan.

2.11 It is now anticipated that the emerging SEStransit Project will include the planned work on Multi-Modal Interchanges (MMI). Separate funding will be sought for the next phase of SEStransit so that the work on MMI can be carried out in 2026/27. It is therefore planned that the MMI funding of £51,000 for 2025/26 will be carried forward to 2026/27 and used to fund implementation of the Regional Bus Strategy.

2.12 Expenditure on both the core and projects budgets will be subject of ongoing review for the remainder of 2025/26. The Partnership's Reserves Policy will be applied when reviewing the year-end outturn.

Cash Flow

2.13 The Partnership maintains its bank account as part of the City of Edinburgh Council's group of bank accounts. Cash balances are managed by the Council and are offset by expenditure incurred by the City of Edinburgh Council on behalf of the Partnership.

An update of month-end balances is shown in the following table:

Date	Balance due to SEStran(+ve) /due by SEStran (-ve)
	£
30 April 2025	+ 1,813,420
31 May 2025	+ 1,183,977
30 June 2025	+ 278,201
31 July 2025	+ 1,390,623
31 August 2025	+ 562,096
30 September 2025	+ 578,435
31 October 2025	+ 1,138,736

2.14 Interest is charged/paid on the monthly indebtedness between the Council and the Partnership. Interest will be calculated in March 2026.

2.15 The positive cash balance at 31st October 2025 is attributable to funding received from Scottish Government grants – principally the People and Place programme grant.

Reserves

2.16 The Board's Reserves Policy recommends establishment of an unallocated General Fund Reserve based on a minimum value of 5% (£43,000) of the Partnership's core revenue budget. At 1st April 2025, the Partnership has an unallocated General Fund Reserve of £221,000 - 25% of the core budget.

2.17 As noted, on 25th September 2025 the Partnership approved drawdown from Reserves of up to £139,000 to fund delivery of a comprehensive range of projects and replacement of ICT equipment. Following the forecast updates noted at paragraphs 2.5, 2.10 and 2.11, a reserve drawdown of £32,000 will be required for 2025/26, with the Partnership's unallocated General Fund Reserve reduced to £189,000 - 22% of the core revenue budget - at 31st March 2026.

2.18 An update of Financial Risks for 2025/26 is included at Appendix 3.

3   Recommendations
It is recommended that the Partnership notes:

3.1 the expenditure and income forecast for the Core revenue budget for 2025/26.

3.2 the forecast underspend of £100,000 on the Projects budget. The actual underspend will be confirmed at the financial year-end and carried forward to 2026/27.

Richard Lloyd-Bithell
Treasurer
27 November 2025

Appendix   Appendix 1 – Core Budget Statement at 31st October 2025
                    Appendix 2 – Projects Budget as at 31st October 2025
Contact   iain.shaw@edinburgh.gov.uk

Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	There are no financial implications arising as a result of this report.
Equalities Implications	There are no equality implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
Employee Costs					
Salaries	564	329	330	563	(1)
National Insurance	76	44	44	76	0
Pension Fund	151	88	86	148	(3)
Project Recharges	(149)	0	0	(100)	49
Training & Conferences	8	5	9	12	4
Interviews & Advertising	2	1	0	0	(2)
	652	**467**	**469**	**699**	**47**
Premises Costs					
Office Accommodation	**21**	**11**	**0**	**21**	**0**
Transport					
Staff Travel	**5**	**3**	**2**	**4**	**(1)**
Supplies and Services					
Communications & Computing	68	28	27	63	(5)
Hosted Service - Novus FX	45	45	0	(4)	(49)
Printing, Stationery & General Office Supplies	7	4	3	6	(1)
Insurance	7	7	9	9	2
Equipment, Furniture & Materials, Miscellaneous	4	2	2	5	1
	131	**86**	**41**	**79**	**(52)**
Support Services					
Finance	31	0	0	31	0
Legal Services / HR	7	0	1	7	0
	38	**0**	**1**	**38**	**0**
Corporate & Democratic					
Clerks Fees	12	0	0	12	0
External Audit Fees	12	0	0	12	0
Members Allowances and Expenses	1	1	0	0	(1)
	25	**1**	**0**	**24**	**(1)**
Total Expenditure	**872**	**568**	**513**	**865**	**(7)**
Funding:					
Scottish Government Grant	(662)	(484)	(484)	(662)	0
Council Requisitions	(190)	(107)	(107)	(190)	0
General Reserve Drawdown	(20)	0	0	(13)	7
Total Funding	**(872)**	**(591)**	**(591)**	**(865)**	**7**
Net Expenditure/ (Income)	**0**	**(23)**	**(78)**	**0**	**0**

	Approved Budget	Add: Project carry forward from 2024/25	Add: General Reserve Drawdown	Less: Income /Other Grant	Budget Realignment	Net Budget	Annual Forecast	Forecast Variance
Column	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Projects Approved by Partnership Board 14th March 2025								
Sustainable Travel	20	25		(20)	(15)	10	10	0
RTPI – System Maintenance	25	8		(15)	(8)	10	10	0
RTS Delivery Plan	18	20			17	55	10	(45)
Rail Strategy	0	13				13	13	0
Equalities Access to Healthcare	10	(2)			52	60	50	(10)
Regional Bike Share	10	26			(11)	25	25	0
Thistle Assistance	30	6		(24)	(4)	8	19	11
Transport Appraisal	0	5			(5)	0	0	0
Active Travel Network	5	84		(5)		84	84	0
Projects Consultancy	22	3			(5)	20	20	0
Mobility as a Service	0	34			(33)	1	1	0
Bus Strategy Development	40	122		(40)	(51)	71	71	0
Regional EV Infrastructure	5	(6)			1	0	0	0
Freight Strategy	20	10		(20)	40	50	50	0
People & Places	6,369			(6,369)		0	0	0
Projects Approved by Partnership Board 26th September 2025								
Data Strategy	0		50			50	50	0
Multi-Modal Exchanges	0		51			51	0	(51)
Conference SEStran 2025	0		18		22	40	35	(5)
Total	**6,574**	**348**	**119**	**(6,493)**	**0**	**548**	**448**	**(100)**

Risk Description	Mitigation and Controls
Pay award The revenue budget made provision for a pay award of up to 3% in 2025/26. The Local Government pay award of 4% represents an increase on the budget provision.	The financial impact of the Local Government pay award of 4% is included in the forecast.
Inflation There is a risk that the indicative budget does not adequately cover price inflation and increasing demand for services.	Ongoing monitoring and review of all costs and forecasts during 2025/26.
Delays in payment of grant by external funding bodies Resulting in additional short-term borrowing costs.	Grant claims submitted timeously and in line with conditions of grant award.
Pension Fund Contributions A deficit on the staff pension fund could lead to increases in the employer's pension contribution.	Following Lothian Pension Fund's Triennial Actuarial Review in 2023, Partnership employer pension fund contribution rates are now confirmed at 26.8% until 31 March 2027.
Funding Reductions Reduction in funding from Scottish Government and/or council requisitions. There is a risk that current levels of staffing cannot be maintained due to funding constraints and that the Partnership will incur staff release costs.	Scottish Government grant and Council contributions are confirmed for 2025/26. Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.

Financial Planning Procedure

1. Introduction

1.1 A recommendation of the 2024/25 Annual Audit was that the Partnership should improve its financial planning by considering medium-term projections beyond the following financial year, and link this to its business plan and strategic priorities.

1.2 The Partnership undertook to extend the two-year financial planning horizon to a longer period, as part of a new Financial Planning procedure.

1.3 This report presents a Financial Planning Procedure for review and approval.

2. Main Report

2.1 A recommendation of the 2024/25 Annual External Audit was that the Partnership should improve its financial planning by considering medium-term projections beyond the following financial year, and link this to its business plan and strategic priorities.

2.2 The Partnership undertook to extend the two-year financial planning horizon to a longer period, as part of a new Financial Planning procedure.

2.3 The proposed Financial Planning Procedure is appended to this report.

2.4 A report elsewhere on this agenda - Indicative Financial Plan 2026/27 to 2028/29 - reflects the proposed policy, with the financial planning period now extended to three financial years.

2.5 The Partnership's financial planning process is supported by officers of City of Edinburgh Council, through a service level agreement.

3 Recommendation

3.1 It is recommended that the Partnership approves the Financial Planning Procedure, as detailed at Appendix 1.

4 Background Reading/External References

4.1 [2024/25 Annual Audit Report and Audited Annual Accounts 2024/25](#) Partnership Board, 26th September 2025

Richard Lloyd-Bithell
Treasurer

28th November 2025

Appendix	Appendix 1 – Draft Financial Planning Procedure
Contact	iain.shaw@edinburgh.gov.uk
Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	There are no financial implications arising as a result of this report.
Equalities Implications	There are no equality implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.

Appendix 1

1. Purpose

This procedure outlines the approach to financial planning to ensure that the organisation remains financially viable by implementing robust controls while retaining the ability to adapt quickly to changing conditions. All financial planning activity must be undertaken in accordance with the Partnership's Standing Orders, List of Committee Powers, List of Officer Powers, Financial Rules and Reserves Policy. It covers:

2. Scope

The procedure applies to all financial planning activities within the organisation, including:

- Budgeting and Forecasting
- Cash Flow Management
- Revenue Growth Strategy
- Cost Control and Efficiency
- Risk Management

3. Responsibilities

- **Finance Team:** Responsible for Monitoring and Reporting of Budgets and Projections in consultation with the Management Team, and Treasury Management. This includes development of financial forecasts, scenario analyses, production of Finance reports and the Partnership's Annual Treasury Management Strategy for review and approval as required by the Performance and Audit Committee and the Partnership Board

- **Management Team:** works with the Finance Team to agree Budgets and Projections and undertake procedures 4.2 to 4.4.

- **Audit Teams:** Monitors adherence to governance frameworks and regulatory requirements.

- **Performance and Audit Committee:** Considers financial reports to ensure that performance against budget is being adequately managed, that costs are being controlled, that Best Value is being achieved, and that any statutory requirements are being met. Reviews indicative budget and financial plans and Treasury Management Strategy.

- **Partnership Board:** Considers financial reports to ensure that performance against budget is being adequately managed, that costs are being controlled, that Best Value is being achieved, and that any statutory requirements are being met. Approves the annual revenue budget and Treasury Management Strategy.

4. Financial Planning Process

4.1 Budgeting

4.1.1 Core Budget

The Core budget will be developed in incremental steps.

The previous year's Core budget will be used as the initial basis.

Any known changes will then be factored in e.g. changes to staffing levels, cost increases, changes to grant funding levels.

Assumptions will then be made on variables such as inflation, staff salary increases, pension costs.

All changes to the initial base budget must be documented.

Any surplus of Core Income (Transport Scotland block grant plus Council Requisitions) relative to Core Costs is carried over to the Projects Budget as Income

4.1.2 Projects Budget

The Projects budget (including People and Place) will be developed in incremental steps.

The previous year's Projects budget will be used as the initial basis.

Closed projects will be removed and any new projects will be added.

Any surplus of Core Income (Transport Scotland block grant plus Council Requisitions) relative to Core Costs is carried over from the Core Budget as Income

Project underspend/overspend from the previous year's Projects Budget should be reviewed in line with the Partnership's Reserves Policy and carried forward, as required.

Each project should be broken down to its component costs, and any known changes will then be factored in e.g. changes to project-specific income or costs.

All changes to the initial base budget must be documented.

4.2 Scenario Planning

The Budgets should then be tested for resilience to changing conditions using Scenario Planning. This involves developing and documenting specific scenarios in order to anticipate risks and opportunities:

- **Baseline Scenario:** Assumes stable economic conditions with planned expenditures and revenue streams (the Budgets developed under 4.1.1 and 4.1.2)

- **Optimistic Scenario:** Model improved revenue generation and cost reductions due to favourable conditions

- **Pessimistic Scenario:** Accounts for financial downturns, unexpected expenses, or revenue shortfalls

- **Contingency Planning:** Develops mitigation strategies for financial risks, including emergency funding plans.

As before, all scenarios must be documented.

4.3 Efficiency Savings

In order to ensure Best Value, efficiency savings are identified and implemented as part of the Budgeting process.

The SEStran management team will systematically review the Budget line by line and:

- Market test specific items to ensure that the prices being paid are competitive.
- Discuss project methodologies to identify improved processes or methodologies.

All aspects of the review must be documented.

4.4 Lessons Learned

Financial decision-making is informed by past experiences to enhance future planning:

- **Post-Financial Review:** The Management team will conduct regular audits of budget performance against projections, supported by the Finance Team

- **Stakeholder Feedback:** Collects insights from teams on financial effectiveness.

- **Risk Analysis Adjustments:** Updates financial models based on past risk occurrences.

- **Process Refinements:** Implements corrective actions based on financial miscalculations or inefficiencies.

All Lessons Learned must be documented

5. Key Reporting Milestones

To ensure transparency and effective monitoring, financial reporting follows these milestones:

Milestone	Reporting Frequency	Purpose
Quarterly Financial Review	Quarterly	Assess budget performance and track expenditure trends.
Scenario Planning Update	Annually	Adjust financial models based on economic conditions.
Efficiency Savings Review	Annually	Review cost-saving initiatives and resource allocation.
Risk & Contingency Review	Quarterly	Evaluate financial risks and preparedness strategies.
Stakeholder Feedback Analysis	Annually	Incorporate lessons learned and process refinements.
Audit & Compliance Report	Annually	Ensure adherence to governance and regulatory requirements.

REGIONAL GOVERNANCE RISKS AND OPPORTUNITIES

1   INTRODUCTION

1.1   This report arises from a discussion at the September Performance and Audit Committee about SEStran's Risk Register, and in particular discussion of the risks and opportunities around changes to regional governance that may impact on SEStran as an organisation.

1.2   The current Risk Register Risk R001 states: 'Regional Governance: Transport Scotland review of regional transport governance arrangements could result in changes to functions of RTPs. This could present either a risk or an opportunity to SEStran.'

1.3   The Committee asked for an outline of the main options for change going forward, and what actions SEStran might take to influence the discussion and to adapt to the changing regional governance landscape.

2   OPTIONS FOR REGIONAL GOVERNANCE GOING FORWARD

2.1   The current position as regards transport governance in the SEStran Region is that SEStran is a 'Model 1' RTP in terms of the somewhat outdated 2006 Guidance. As such, its main function is to produce a Regional Transport Strategy (RTS) and oversee its implementation by others. Most transport functions are carried out at local authority level or national level where Transport Scotland (TS) deliver such things as trunk roads and major projects like the Queensferry Crossing. In reality SEStran has delivered much more than its core statutory function, working with its constituent authorities and TS.

2.2   It is possible, if increasingly unlikely, that little or nothing will change in the governance landscape in the short to medium term. With the Holyrood elections in May next year, it may be that any new administration will take time to review the position and opt meantime for the status quo – or something like it. However, it seems more likely that going forward the status quo will no longer been seen as the best solution, and an enhanced role for regions – at the very least – will be increasingly seen as the way forward.

2.3   It is clear that in recent years an enhanced role for RTPs has been the direction of travel so far as TS has been concerned. This 'enhanced role', incidentally, has not seen any transfer of legal powers as such. SEStran, Tactran, HITRANS and Nestrans remain as 'Model 1' RTPs. Instead, RTPs have taken on functions that were previously carried out by TS, with a particular recent example being devolution of the People and Place budget to SEStran and its fellow RTPs.[1]

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[1] SPT, SWESTRANS, and ZETTRANS, are all 'Model 3' RTPs. Essentially means they have more operational powers: SPT has responsibility for many of the public transport functions in the Strathclyde area, whilst the two smaller RTPs have essentially taken over the role of transport authorities for the single council area they cover. Model 2 RTPs would be a blend of shared operational powers with local authorities and the strategic role, but none currently exist.

2.4   The other model for regional governance which has emerged over the past decade is the City Region Deal model, supported by both Scottish and UK Governments with funding. In the SEStran region, whilst the Joint Committee set up to manage the Edinburgh and South East Scotland City Region Deal does not have a formal role in transport governance, some of the projects funded under the Deal are transport related (Sheriffhall being the prime example). In recent years SEStran and the City Region Deal authority have worked well together under a Concordat, in particular carrying out joint development of the RTS Delivery Plan.

2.5   However, it is entirely possible that going forward an enhanced CRD arrangement would look to aggregate greater powers to plan and deliver transport at a regional level. This could lead to an incoming administration at Holyrood abolishing RTPs.

2.6   Another potential model for regional governance has been developing south of the border for around the same amount of time as CRDs. This is the mayoral style of City Region that has been put in place, in particular, in 'northern powerhouse' cities, with an elected mayor aggregating both functions and powers that were previously exercised at Westminster level. The prime example of this is Transport for Greater Manchester (TFGM) which was seen as a vital component of Greater Manchester's vision for its city region.

2.7   Having a strong connection between transport and other disciplines is key when considering what the future might look like. Transport does not exist in a vacuum. Nor should it. Effective transportation, at a regional level, is crucial to unlock economic opportunities region-wide, and needs to work closely with land use planning to ensure growth is managed and directed to the right areas in an equitable and sustainable way.

3   IMPLICATIONS FOR SESTRAN OF OPTIONS

3.1   SEStran has achieved a great deal in the twenty years of its existence with limited resources. It is this track record of delivery which, along with similar success stories in other areas of the country, has encouraged central government to increase roles and responsibilities at regional level. Indeed, the working group appointed to look at transport governance has consistently recommended greater use of RTPs, most recently in a 2019 TS report authored by Jacobs which recommended: 'our future transport governance arrangements should be on the basis of some form of regional model allowing for variations in approach between different geographic regions.'

3.2   With that in mind, the status quo seems less and less like the option that works best for the region. Greater tools at a regional level in relation, for example, to prioritising, and preferably, funding delivery of the RTS (i.e. any projects with a regional impact) would help to deliver benefits region-wide. This could include the evolving SEStransit (mass transit) project. The Regional Bus Strategy may well indicate that issues like the co-ordination of cross-boundary services and roadworks, for example, could be better co-ordinated and managed at a regional level. For example, SEStran could act as the bus authority of last resort subject to the agreement of partner authorities.

3.3 These outcomes could be delivered by an enhanced City Region Deal authority. Consideration would need to be given to the arguments for and against having a stand alone transport authority.

3.4 The mayoral authority model in England is worthy of further study. Bringing in a similar solution in Scotland is not without its complications, given the existing devolution of powers to the Scottish Parliament. In that scenario, although the transport authority would remain a separate component of the governance model like TFGM, it would ultimately be answerable to an elected mayor.

4 SUGGESTED ACTIONS

4.1 In the past, the discussion around a greater role for SEStran has foundered as a result of undue focus on section 10 of the Transport (Scotland) Act, which allows RTPs to consult their constituent authorities and TS on whether they should move to a 'model 2,' or 'model 3,' type of organisation, with greater powers and functions. This has been understandably seen as a threat by constituent authorities.

4.2 In practice, however, SEStran has worked on a collaborative basis with both its councils and TS to carry out functions at a regional level by agreement – and the majority of additional functions, such as the administration of the People and Place Fund, can be devolved from TS without the need for anything other than an agreement to do so. This is in line with section 14 of the Act, which was put in place precisely to allow this less formal route of co-operation.

4.3 Ultimately how transport governance is dealt with at a regional level will be decided by politicians at Holyrood level. Whilst a gradual evolution of RTP roles can be accomplished without primary legislation, anything more radical would need an Act of the Scottish Parliament. That may mean that substantial change will take some time and will be subject to the political will of the incoming administration, but it also means that SEStran as an organisation – both officers and Members, working together – have time and the means to influence how the debate goes forward.

4.4 With this in mind, discussions have recently been held with a number of the transport spokespersons at Holyrood, including the Cabinet Secretary, to outline the type of vision SEStran and the other RTPs have for regional governance of transport going forward.

5 RECOMMENDATIONS

It is recommended that:

5.1 Members consider, and offer constructive comment on, the contents of this report, with a view to receiving further reports at future meetings as matters progress;

5.2 Members consider how they and officers of the constituent authorities can contribute to the ongoing debate on regional governance on SEStran's behalf;

5.3   The Board delegate the Partnership Director to act on SEStran's behalf in the current ongoing discussions on regional governance models to the fullest extent possible.

Andrew Ferguson
SEStran Consultant
28th November 2025

Policy Implications	None at this stage
Financial Implications	None at this stage
Equalities Implications	None at this stage
Climate Change Implications	None at this stage

GRANT STANDING ORDERS

1.   INTRODUCTION

1.1.   The purpose of this report is to present updates to the Grant Standing Orders to the Partnership Board for approval.

2.   BACKGROUND

2.1.   To support delivery of the People and Place programme, the Board approved an additional document as part of the Governance Scheme, the Grant Standing Orders, at its meeting on 15th March 2024. At the time of approval, it was intended that these would be reviewed within 2 years of approval.

2.2.   The current Grant Standing Orders (GSOs) are based on those followed by City of Edinburgh Council and were refined following discussions with SEStran's solicitors and City of Edinburgh Council.

2.3.   Since implementation, the GSOs have performed well to shape the governance of the People and Place grant programme. However, as the GSOs have been implemented and the grant programme has grown, it is felt prudent to review their operation to ensure a frictionless process. City of Edinburgh Council have also updated their GSOs in the intervening period, and so this also gives an opportunity to carry out some more general updates.

3.   PROPOSED UPDATES

3.1.   This section details the main changes to the GSOs and the reasons for these.

3.2.   The current GSOs mandate that, prior to any award of a grant exceeding £25,000 the financial sustainability of the applicant organisation shall be assessed (paragraph 5.2). They do not however set out any process for if the organisation fails the test, or if one cannot be carried out due to the organisation being newly formed. In these instances, it is proposed that a decision on awarding the grant should be at the discretion of the Partnership Director, taking into account the detailed outcome of the assessment and the specific risks of making the award.

3.3.   When the GSOs were written, approval thresholds for the Partnership Director were set at up to £1million, with the expectation that this threshold would only be hit by exception. Since then however, the overall P&P funding pot for SEStran to distribute has risen by about 20%, resulting in larger grants being issued, and for 25/26 one grant (of £1.04million to the City of Edinburgh Council) required Board approval. In addition, this threshold also affects the approval of the grant eligibility and assessment criteria, and as

grants may now just exceed £1million, it is difficult to set the correct approval level in advance. It is therefore proposed to amend the delegation to increase this limit to £1.5million, as well as simplify the approval levels above this level to refer everything to the Board. The changes proposed are as follows:

For grants to non-Local Authorities:

Grant Funding Pot Value	Individual Grant Value (OLD)	Individual Grant Value (NEW)	Open/ Closed round	Eligibility Criteria Approval	Assessment Process Approval	Award of grant Approval
Under £50k	Under £50k	Under £50k	Either	Partnership Director	Partnership Director	Partnership Director
Any	Up to £100k	Up to £100k	Open	Board	Board	Partnership Director
Any	£100k-£1mil	£100k-£1.5mil	Open	Board	Board	Partnership Director (on advice of a Panel)
Any	£1mil-£3mil	Removed	~~Open~~	~~Board~~	~~Board~~	~~P&A (on advice of a Panel)~~
Any	£3mil+	£1.5mil+	Open	Board	Board	Board (on advice of a Panel)

For grants to Local Authorities:

Grant Funding Pot Value	Individual Grant Value (OLD)	Individual Grant Value (NEW)	Open/ Closed round	Eligibility Criteria Approval	Assessment Process Approval	Award of grant Approval
Any	Up to £1mil	Up to £1.5mil	Closed	Partnership Director	Partnership Director	Partnership Director
Any	£1mil-£3mil	Removed	~~Closed~~	~~Board~~	~~Board~~	~~P&A~~
Any	£3mil+	£1.5mil+	Closed	Partnership Director	Partnership Director	Board

3.4.   Additional minor changes have also been made:
- in line with updates to City of Edinburgh Council's GSOs, a change has been made to set out and bring awareness to the SEStran's obligations in respect of equalities and inclusion
- a section on grant variations has been included, to clarify that the approval levels for this are the same as for the original grant approvals

4.   RECOMMENDATIONS

4.1.   The Partnership Board is asked to approve the revisions to the Grant Standing Orders and instruct the Partnership Director to make the changes to the document.

Michael Melton
Programme Manager
5th December 2025

Policy Implications	Approval of the GSOs will underpin the award of grants that will contribute to achieving our policy objectives
Financial Implications	None, the new grant standing orders put in place a robust governance framework to ensure grant funds are suitably awarded in line with agreed budget
Equalities Implications	Approval of the GSOs will underpin the award of grants that will contribute to achieving our equality objectives
Climate Change Implications	Approval of the GSOs will underpin the award of grants that will contribute to achieving our climate change objectives

PEOPLE AND PLACE PROGRAMME

1.   INTRODUCTION

1.1.   The purpose of this report is to present to the Partnership Board updates to the People and Place Delivery Plan for 2026/27. Approval is also sought for grant eligibility criteria and the assessment process for the related grant funds.

2.   BACKGROUND

2.1.   In December 2023, Transport Scotland (TS) communicated a new approach to active travel behaviour change and access to funding for bikes ('People and Place') to RTPs. This new approach centred on a move away from the 6 Active Travel Delivery Partners (ATDPs – Cycling UK, Cycling Scotland, Living Streets, Paths for All, Scottish Cycling and Sustrans) receiving and distributing the funds at a national level, to the devolution of the funds to RTPs, who were then asked to work with their partner Local Authorities to develop a plan for their region. People and Place funding has now been managed by SEStran and the other RTPs since the 2024/25 financial year.

2.2.   For 2026/27, following discussion with Transport Scotland, it is anticipated that the scope and scale of the fund will remain similar to 2025/26. People and Place funding can be used to support behaviour change projects that encourage people to walk, wheel, cycle or use sustainable transport, with eligible sustainable transport measures being:

- Shared-transport projects, including car clubs, car share, etc.
- (Digital) Demand Responsive Transport
- Real Time Passenger Information
- Support for Mobility as a Service (journey planning) projects
- Engagement initiatives to promote sustainable transport

2.3.   The funding is centred around four main themes, and every funded project must fall into at least one of these categories:

- Schools and Young People
- Workplaces
- Accessibility and Inclusion
- Capacity and Capability

2.4.   To support the delivery of People and Place, a SEStran Delivery Plan was created in 2024/25. This was approved by the Board at its meeting on 6th December 2024, for implementation at the start of 2025/26. The core

purpose of this plan is to prioritise funding into specific areas in order to achieve measurable impact on travel behaviours. It is also designed to give some funding certainty in future years, by setting out plans for investment that span several financial years. The plan was designed to have no set timeframe and instead is a living document that is reviewed annually.

3.   PEOPLE AND PLACE DELIVERY PLAN UPDATES

3.1.   In line with the annual review process, the [People and Place Delivery Plan](#) has been reviewed over the last few months of 2025. This has included internal lessons learnt sessions alongside meetings with each Local Authority. It should be noted that while there is anecdotal evidence of what has been successful in 2025/26 and some initial finding from quarters 1 and 2, as well as the 2024/25 evaluation report, there is no detailed evaluation data for the success of the delivery plan itself. This will be available in spring/summer 2026 and will input into the next review cycle. Discussions are also ongoing between RTPs on a common value for money measure, with Tactran developing a social return on investment indicator.

3.2.   Our approach for 2026/27 is one of stability after several years of significant change in this area, allowing projects to bed in and deliver on their outcomes.

3.3.   In addition, it is felt that the Delivery Plan has been successful in identifying focus areas for funding, and providing a wider programme structure with clear expected outcomes for each project. This view has been supported by discussions with local authorities, and is additionally supported by evidence provided as part of the quarter 2 programme report, which is included as Appendix 1.

3.4.   It is therefore proposed that the Delivery Plan is continued into 2026/27 with minimal updates to the 'Priority intervention types, projects and locations' identified for each local authority. The only currently proposed change is the removal from the priority intervention list of the behaviour change strategy and action plan for Falkirk Council, since this has now been completed. The main intervention for Falkirk Council has been updated to focus on work in schools in line with the recommendations of the completed strategy.

3.5.   As discussions with local authorities are continuing, delegated authority is requested for the Partnership Director to approve further changes to the 'Priority intervention types, projects and locations' to reflect the outcomes of these discussions. At present, the only item to be finalised is the specific target demographics within Edinburgh – for 2025/26 these were people with disabilities and older people – discussions on this are ongoing with City of Edinburgh Council as they update the priorities in their behaviour change strategy.

3.6.   A copy of the updated delivery plan incorporating these changes is available on request.

4.   PEOPLE AND PLACE 2026/27 GRANT PROGRAMMES

4.1. As in 2025/26, implementation of the Delivery Plan will require the setting up of 3 grant funding routes in 2026/27, which encompass the following funding pots:

4.1.1 A grant funding route for Local Authorities to deliver projects under the Regional Priority Intervention Fund, the Local Authority Delivery Support Funding, and the Access to Cycles and Cycle Storage Fund

4.1.2 A grant funding route for third party organisations to deliver projects under the Regional Priority Intervention Fund and the Access to Cycles and Cycle Storage Fund

4.1.3 A community grant fund

4.2. As noted in para 2.2, current funding for the 2026/27 People and Place Programme is not known and therefore figures for the value for each grant fund cannot be given. Delegated authority is therefore sought for the Partnership Director to set these fund values in line with this report, the Delivery Plan, and the grant funding offered by TS. These figures will be reported to the next meeting of the Board and no formal grant offers will be made until the Board has approved the 2026/27 Partnership Budget and a People and Place grant offer letter has been received from TS, reviewed and signed by the Partnership Director.

Grants to Local Authorities

4.3. It is anticipated that approximately 45% of the total funds provided to SEStran will be passed onto Local Authorities, which is in line with the figure for previous years (this figure may vary as a result of changes to the total funding available and as Local Authorities decide on projects they may wish to carry out internally, or ask third parties organisations to deliver). For grants to Local Authorities, under section 6 of the Grant Standing Orders:

- The overarching eligibility criteria and the overarching assessment criteria for such grant funds will be approved by the Partnership Director having been developed in partnership with Local Authorities

- Subject to approval of paper A6 at this Board meeting, on Grant Standing Orders, grant awards less than £1.5million shall be delegated to the Partnership Director for approval (within the agreed annual budget), and reported to the Board for noting at its next meeting.

- Grant awards of over £1.5million shall be approved by the Partnership Board.

4.4. In offering grants to Local Authorities under the Regional Priority Intervention Fund and the Access to Cycles and Cycle Storage Fund, SEStran will seek to work collaboratively with them to support project selection in line with the Delivery Plan. Where funding demand exceeds the available budget, the same prioritisation criteria will be used as in 2024/25 and 2025/26:

- Measurable impact

- Deliverability within the financial year

- Location (both ensuring a geographic spread and tie ins with existing infrastructure)
- Fit within the programme budgets

4.5.   Alongside this funding for specific project delivery, Local Authorities will be provided with direct delivery funding by SEStran (the Local Authority Delivery Support Funding) that they will be able to spend on local priorities. It is estimated that this will be in the region of 10% of the total budget. This funding will be allocated on a pro rata basis, with a minimum award value set to ensure smaller Authorities receive enough to support delivery. This is in line with the mechanism used in 2025/26 and by TS for distribution of the Local Authority Direct Award in previous years.

Grants to Third Party Organisations

4.6.   Alongside grants to Local Authorities, grants will be made to third party organisations to support delivery of the Regional Priority Intervention Fund and the Access to Cycles and Cycle Storage Fund. It is anticipated that approximately 45% of the total funds provided to SEStran will be passed onto third parties, which is in line with the figure for 2025/26 (as above, this figure may vary as a result of changes to the total funding available and as Local Authorities decide on projects they may wish to carry out internally, or ask third party organisations to provide). This will fall under sections 3 and 4 of the Grant Standing Orders, as grant are anticipated to be up to £1million:

- The overarching eligibility criteria and the overarching assessment criteria are to be developed by the Partnership Director and approved in advance by the Partnership Board.

- Applications shall be assessed and evaluated by at least 2 SEStran officers against the agreed assessment criteria. A panel will be formed, chaired by the Partnership Director, to review the assessments in line with the agreed criteria and grant awards shall be delegated to the Partnership Director for approval (within the agreed annual budget) based on the advice of the panel and reported to the Board for noting at its next meeting.

4.7.   The grant eligibility and assessment criteria for this fund are presented at Appendix 2 for approval. These set out:

- The types of projects that will be eligible for funding, in line with the People and Place Delivery Plan

- The types of organisations that can apply

- The assessment process to ensure best value

4.8.   There are two main changes to this document which are detailed in the below paragraphs.

4.9.   There have been a number of changes to the scopes of eligible projects. As a number of projects currently funded were advertised with extension options for 2026/27 (subject to funding availability and the wider make-up of the funding programme), these scopes are not included for new

applications. The remaining project scopes have been amended as needed to adjust to the changing demands of the programme and lessons learned from current delivery.

4.10. The second main change is around organisational eligibility. In previous years, this fund has been open to third sector organisations and public bodies only (excluding local authorities). For 2026/27, to ensure we remain compliant with subsidy control rules, this criteria will be widened to allow any organisation, including private companies, to apply as long as they are properly constituted and can demonstrate a certain level of capability to deliver behaviour change projects.

4.11. It is anticipated that some minor changes will be made to the project section of the eligibility criteria for this grant as ongoing detailed discussion with Local Authorities identify areas they wish to deliver in house and elements that they wish SEStran to source an external provider for. Delegated authority is therefore also requested for the Partnership Director to make changes to this section of the criteria under these specific circumstances.

The Community Grants Fund

4.12. The final grant fund that will be offered is a community grant fund. It is anticipated that this will be in the region of £400,000 as in 2025/26 (although as noted above this is subject to change based on the funding available). As it is anticipated that grants in this fund will be for grants of up to £50,000, it falls under sections 3 and 4 of the Grant Standing Orders:

- The overarching eligibility criteria and the overarching assessment criteria are to be developed by the Partnership Director and approved in advance by the Partnership Board.

- Applications shall be assessed and evaluated by at least 2 SEStran officers against the agreed assessment criteria and grant awards shall be delegated to the Partnership Director for approval (within the agreed annual budget) based on the outcome of this assessment and reported to the Board for noting at its next meeting.

4.13. The grant eligibility and assessment criteria for this fund is presented at Appendix 3 for approval. These set out:

- The types of projects that will be eligible for funding, in line with the People and Place Delivery Plan

- The types of organisations that can apply

- The assessment process to ensure best value

4.14. These criteria have been developed jointly with other RTPs, and the hope is that they will be able to use the same criteria for their community funds. To support this aim, minor changes may be made to these criteria to support alignment across the RTPs, and the Board is asked to delegate authority to the Partnership Director to make changes to these criteria under these specific circumstances.

4.15. These criteria have been slightly amended from those approved and used in 2025/26, with the main changes are listed below:

- Organisational experience removed as a criterion and being replaced with Future Planning and Ambitions. The new criterion aims to assess the organisation's plans beyond the funding period to continue the impact of the project, and how they intend to support this. The removal of the old criterion reflects a change in approach, which ensures that community groups with less direct experience are not disadvantaged as long as they have a strong application overall.

- The section on subsidy control has been moved from the general guidance into the eligibility criteria, with projects being asked explicitly about other similar services in their area so we can be clear whether or not an award could be construed as a subsidy. Whilst an award being a subsidy would not preclude funding, it would need to be fully documented and correctly recorded as part of the assessment and award process.

5. NEXT STEPS

5.1.   Following Board approval, the Delivery Plan will be submitted to Transport Scotland as part of the wider Scottish Government Accountable Officer (AO) approval process. Due to the late timing of the UK and Scottish budgets, and the Scottish Parliament elections, the following milestones are subject to change:

Milestone	Actioned by	Date
RTPs agree in principle funding split	RTPs	Late November 2025
RTPs to submit first draft proposals to TS	RTPs	12th December 2025
Scottish Budget	Scottish Government	13th January 2026
Final project proposals submitted by RTPs	RTPs	30th January 2025
Drafting and TS review of AO templates	Transport Scotland	February 2026
Stage 3 Scottish Budget agreement	Scottish Government	February/March 2026
Pre election period	n/a	Latest start 26th March 2026
TS issue Grant Offer Letters to RTPs	Transport Scotland	April 2026

5.2.   In order to issue grant offers as early as possible to allow project commencement on 1st April 2026, subject to Board approval, SEStran will run a grant process alongside these TS approvals. To give additional certainty, we will issue 'in principle' decision letters which will set out SEStran's intention to award funding to a certain value subject to a TS grant offer letter being agreed by SEStran and Partnership Board approval of the 25/26 Partnership Budget. Current timelines are as follows:

- For grants to Local Authorities, discussion have already begun with the aim to have these finalised by late February when there is certainty about the final grant award to SEStran.

- For grants to third parties under the Regional Priority Intervention Fund and the Access to Cycles, Cycle Storage Fund, and Community Grant Fund:

Milestone	Date
Pre Application Support	15th December 2025 – 12th January 2026
Draft Application Documents published	15th December 2025
Grant applications open	12th January 2026
Grant applications close	6th February 2026
Grant application scoring	w/c 9th February 2026
Grant funding panel	w/c 23rd February 2026
Decisions in principle issued	w/c 2nd March 2026

6. RECOMMENDATIONS

6.1. The Partnership Board is asked to:

- Note the content of this report and approve the changes listed to the People and Place Delivery Plan at paragraph 3.3, and delegate to the Partnership Director the ability to vary the project section of the eligibility criteria as set out in paragraph 3.4

- Delegate to the Partnership Director the setting of the fund values as noted at paragraph 4.2 for Grants to Local Authorities, Grants to Third Parties, and the Community Grant Fund.

- Approve the eligibility and assessment criteria at Appendix 2 for grants to third parties, and delegate to the Partnership Director the ability to vary the project section of the eligibility criteria as set out in paragraph 4.9

- Approve the eligibility and assessment criteria at Appendix 3 for the community grant fund and delegate to the Partnership Director the ability to vary these criteria to support joint working with other RTPs as set out in paragraph 4.12

Michael Melton
Programme Manager
5th December 2025

Appendix 1: People and Place Quarter 2 Programme Summary
Appendix 2: SEStran People and Place Grant Fund – Eligibility and Assessment Process
Appendix 3: SEStran People and Place Community Grant Fund – Eligibility and Assessment Process

Policy Implications	The People and Place Delivery Plan aligns with the objectives of the RTS and therefore will help deliver on SEStran's policy objectives
Financial Implications	Project management costs for 2026/27 will be included in the overall Plan budget, so there is no anticipated financial impact.
Equalities Implications	In supporting people to travel actively, this Plan should have a positive impact on equalities. Specific elements of the Plan have been designed to further support the accessibility of active and sustainable travel, with an objective include around this to ensure that this is measured. A programme wide IIA has been produced and will be shared, and all projects will be expected to implement the recommendations of this where appropriate.
Climate Change Implications	In promoting behaviour change from private cars to active and sustainable travel, the People and Place Plan will support the transition to net zero.

People and Place Quarter 2 Programme Summary

Some of the main highlights from Q2 were the commencement of a Demand Responsive Transport (DRT) service in Clackmannanshire from Alloa to the Falkirk eye hospital, the finalisation and publication of the 2024/25 evaluation report, and the launch and Cabinet Secretary visit for the 'Ridonkulous' active travel campaign in the Scottish Borders.

Key project progress under the 4 themes (plus access to cycles and cycle storage) has been as follows.

As part of our **access to cycles** programme, cycle storage schemes across most Local Authorities (Las) have begun procurement and delivery for workplaces, residential and school sites. Fife Council have identified 20 community centres for install of bike repair stations and scooter parking. The Clackmannanshire Council staff e-bike fleet continues to be promoted internally and has enabled a travelled distance of 450km since July 2025 (replacing vehicle miles with sustainable journeys). The Bike Station Wee Bike Library loaned out 110 bikes to young people and 12 loans of cargo bikes. Transition St Andrews have loaned out 90 bikes to students since the term started. The Cycle Access Fund run by Cycling UK is continuing to support repair and recycling organisations across the region, with 50% of this funding now allocated. One recipient of the recycled strand commented:

"Since I got a bike, I started to exercise more often which resulted in me feeling healthier than before. I also go shopping and visit friend using my bike to travel the distance. Healthier people, less traffic and greener environment."

With **schools and young people**, The Bike Station in Edinburgh delivered 27 Learn to Ride sessions in schools (128 attendees), 12 adult cycling sessions, 18 Maintenance sessions (58 attendances), and 12 Dr Bike events with 90 bikes checked. In East Lothian Walk to school week reached over 90% of primary school pupils within the LA area. Clackmannanshire Council installed 5 active travel zone maps at primary schools with launch events and engagement as part of this. The FEL Schools Officer working in partnership with Linlithgow Community Development Trust are delivering curriculum-linked initiatives, active travel roadshows, buggy walks, and community engagement. Walk Wheel Cycle Trust's I Bike delivery was continued in Edinburgh, West Lothian, East Lothian and Scottish Borders. Ongoing engagement activities have been delivered, including 180 young people receiving bike servicing in Edinburgh, 200 pupils taking part in scooter sessions in West Lothian. WOW continues to be delivered across a number of LAs in the region. 70,067 active trips have been recorded across the region since the start of term. Scottish Cycling have been delivering cycling sessions in Dunfermline with 60 young people attending.

Under the **workplaces** theme, the Edinburgh Bio-Quarter project has delivered three Dr Bike sessions, nature walks, a travel plan and car sharing review and 1-2-2 cycle training. Travel Know How is progressing staff travel engagement work with three NHS boards and their respective sites. Planning is complete for work to start on engaging with staff and students at Fife College. Greener Kirkcaldy continue their e-bike loans with NHS Fife at Victoria Hospital. Loans continue to be popular and the loan term will now be extended to 3 months.

Accessibility and inclusion consists of a range of projects, which includes work in East Lothian, Fife, and the Scottish Borders continuing with the street audits that were begun in 2024/25. Progress has been made on scheduling and delivery of works, with dropped kerbs work commencing in Musselburgh in East Lothian and tactile paving at a school in Fife. Scottish Borders Council are continuing audits in two towns to develop a pipeline of delivery. Midlothian have started production of materials for their new active travel mascot and have a community event planned for October. Midlothian are also planning a community step count challenge focussed on new housing developments. FEL Scotland continue their referral project with NHS Rheumatology clinicians - smart turbo trainers and bikes have been added to increase the accessibility of the project. FEL also continue their community e-bike loans. One participant commented:

"Having the e-bike meant that we took a lot of journeys by bike when we otherwise would have driven… It also gave me more confidence for riding my own bike with the baby."

City of Edinburgh Council have commenced their social prescribing project with three targeted presentations and two focus groups. Clackmannanshire supported a Cycling awareness day in Alloa town centre with a range of partners. Fife Council Bums off seats campaign held 48 led walks with 600 people attending. Scottish Borders Council have launched a new behaviour change campaign 'Ridonkulous' in Hawick. The campaign is seeking to encourage walking, wheeling or cycling for short everyday trips. The Cycling UK connected communities projects in East Lothian and Midlothian to carry out a range of work supporting individuals and groups to cycle. In East Lothian the development officer has been successfully delivering Play Together on Pedals sessions which are engaging young people and their families. One participant fed back:

"[The Development Officer] and her team were able to get my daughter pedalling aged 6 over the Easter holidays. [The Development Officer] then took me out on several cycle rides and loaned me a bike. It was incredible to have the new-found confidence and capacity to take my daughter out cycling. We went for a joint cycle with [the Development Officer] two weeks ago and it was so much fun. Really appreciate everything Cycling UK has done for me and my family."

Work around **capacity and capability building** has included the planning of three more local shared learning and networking events to take place in early October and bring together LAs, delivery partners and community groups. The Falkirk Behaviour Change Strategy has been reviewed and work is ongoing to finalise it. Work has commenced in West Lothian to develop their behaviour change strategy. The Programme Evaluation report for 2024/25 has been published and shared with all partners. Following the recommendations from this report, we have developed tailored M&E guidance to allow funded organisations to follow a more structured and standardised monitoring approach. A quarterly newsletter is now being distributed to all partners to support knowledge sharing and highlight projects. Initial feedback has been extremely positive. There are plans to trial a Local Authority joint meeting in Quarter 4 to facilitate partnership working and knowledge sharing.

On **sustainable transport** projects, the Clackmannanshire Eye Health Transport Scheme initiative with Clackmannanshire Council and NHS Forth Valley has launched. Initially a one day per week bus service to Falkirk Community Hospital from Clackmannanshire, for patients who cannot access this service using public transport. Three locations for the CoMoUK pop up mobility hub have been agreed with one still to be confirmed. The hub was in place in Granton from August to mid-September to engage with local residents on sustainable transport and gather evidence for delivery of a permanent hub. The hub has now been moved to Hawick until mid-November. In East Lothian, a contract has been awarded for a new pool car/ car club project. Cars will be located in 4 East Lothian towns. Also in East Lothian, three journey hub sites have been identified for the installation of wayfinding totems and they have also been assessed with plans to bring them up to CoMoUK accreditation standards.

The 15 funded **community projects** are delivering a range of activities across the region, with a good mix of support for walking and cycling initiatives. Walk It in the Scottish Borders continues to deliver across 4 locations and is looking at potential options for expanding to new locations. The e-Bikes for Borderers project in Melrose has started working with a local bike recycling organisation for support with hires, servicing and repairs. Parents for Future Scotland has 10 schools actively engaged in Edinburgh and have collected detailed insights into family travel habits and perceptions from 124 parents. Getting there together in north Edinburgh are running led walks, Dr bike sessions and cycle training with 60 bikes serviced and 43 attendees on led walks.

People and Place Grant Fund 26/27 – Eligibility and Assessment Criteria

Project Eligibility

As part of SEStran's People and Place Delivery Plan, a list of project scopes has been developed for which grant funding is available for applications that support delivery of these. There will be an assumed minimum grant per organisation of £50,000 to ensure projects are of a sufficient scale to deliver regional impact.

In addition to the criteria outlined below, we expect all of the projects we fund to be fully inclusive and accessible to all. As such, all projects should conform with the Public Sector Equality Duty and give due regard to the need to:

- put an end to unlawful behaviour that is banned by the Equality Act 2010, including discrimination, harassment and victimisation
- advance equal opportunities between people who have a protected characteristic and those who do not
- foster good relations between people who have a protected characteristic and those who do not

A project specific Integrated Impact Assessment (IIA) can be used to demonstrate the above. A programme wide IIA has been produced and all projects will be expected to implement the recommendations of this where appropriate.

Whilst funding can only be awarded for 26/27, applications are welcomed for projects that could continue into future financial years in line with the timescales provided in the project eligibility criteria. Where projects are proposed to run beyond 26/27, the application should focus primarily on 26/27 delivery as this is what will be assessed, with reference to anticipated funding and programme development in future years. Funding beyond 26/27 will be awarded at the sole discretion of SEStran in line with future year funding timescales, and dependant on available budget, 26/27 performance, and the regional Delivery Plan.

What is eligible for funding

Eligible applications must fit within one or more of the project scopes identified below, but please note the following:

- Budgets are subject to change, and not all projects listed below as eligible may be funded (in full or in part) depending on budget availability.
- Where you have a coherent application that would run across multiple project scopes, please only submit one application, and identify within your programme budget how much would be assigned to each project scope. For example, a coherent application could cover schools interventions in a number of LA areas, or cover a community focused project plus access to cycles.

Priority Intervention Location/project	Scope of eligible projects	Expected Outcomes	Budget	Timeframe
Fife - A broad-ranging behavioural change programme in and around Levenmouth	Community Project Support & Delivery Projects that either directly deliver, or provide support for local organisations within the wider Levenmouth area to deliver, and build local capacity to deliver, interventions to encourage people to walk, wheel and cycle, including as part of multi-modal journeys. Whilst initially this will likely include direct delivery of project activities, a key focus of this project should include building local community capacity to delivery such projects to allow them to be run locally in future years. Specific activities to be delivered should be agreed locally to ensure that they address local barriers to active travel. Where cycle training is provided, this should follow the national Bikeability standard.	• Increase the number of journeys by active and sustainable modes in and around the target community • Reduce number of short trips being made by car • Improve perceptions of accessibility to local goods/services, education and employment by non-car modes • Increase the amount of walking, wheeling and cycling for physical activity • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so • Local partner organisations have increased willingness, capacity and skills to establish and implement effective behavioural change projects	Exact value to be determined based on balance of other projects, mixture of revenue and capital	26/27 only
Scottish Borders - A broad-ranging behavioural change programme in and around Hawick	Intensive Schools Delivery A project to provide a programme of intensive support, delivered using 1FTE of dedicated officer resource, in Hawick High School and all of its associated feeder primary schools. It will deliver tailored support packages depending on schools' needs and circumstances and will include provision of bikes and associated equipment to pupils, improved cycle/scooter storage, as well as walking/wheeling/cycling training (depending on needs and across a wide range of age groups), campaigns, challenges and events, and support with travel planning to encourage and enable pupils and other members of the schools' communities to travel actively more often. A key part of this project will be supporting and adding value to Scottish Borders Council's active travel promotion campaign and associated interventions in Hawick to encourage use of the new active travel path network.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Expected to be up to £90,000, largely capital supporting infrastructure delivery	26/27 only
Promotion of active and sustainable travel to NHS sites	NHS Sites Delivery & Support Projects in this area can cover a range of areas, as long as they focus on promotion of active and sustainable travel to NHS sites. The primary audience for these projects should be those working or studying on NHS sites, but secondary audiences could include patients or other visitors. Funds in this area can be applied for directly by the NHS, or by organisations who would support these projects – where other organisations are applying, we would expect an existing relationship with the NHS/the wider site to exist. NHS site can include any area of a wider site and all users of that site – as an example, this would include the entire Edinburgh Bioquarter campus.	• Reduce the number of journeys made by car from or to major trip generators • Increase the number of journeys made by active and sustainable modes from or to major trip generators • Improve perceptions of accessibility from or to major trip generators by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	A total of approximately £300,000 is available in this across all projects, mixture of revenue and capital	26/27 only

Access to Cycles and Cycle Storage	Access to Cycles and Cycle Storage Direct Delivery Projects that provide access to cycles and cycle storage at scale can apply on an individual basis for cycle refurbishment or purchase – such projects could include bike libraries, other loan models, or gifting that are targeted at groups or individuals who would otherwise not be able to access a cycle. Grant funds should be used to support purchase/refurbishment of cycles and additional items required to use the cycle (such as light, helmet etc), and could also cover cycle training (or referrals to local cycle training). Funding is also available to support delivery of cycle parking, either as a standalone measure or as part of a wider access to cycles project. Projects funded directly by SEStran will have to be already established and have a proven record of delivery. Projects which will operate at a smaller scale or are newer/require further support will be referred to other funding sources.	• Proportion of short everyday journeys by cycling • Attitudes towards/propensity cycling • Proportion of journeys to school by cycling • Frequency of cycling for pleasure/ exercise • Proportion of people identifying barriers to cycling	Exact value to be determined based on balance of other projects, capital only	26/27 only
Regional Projects	Schools Incentivisation Projects to incentivise primarily walking and wheeling (but also cycling and wider sustainable transport where this is felt relevant) in schools across the SEStran region. Projects in this area can be either region wide or focus on specific areas, but in either case a specific focus should be on supporting schools where they align with the regional priority interventions listed in the Delivery Plan, and to align with other projects funded through People and Place (it is not expected that specific focus areas based on this will be identified in an application, but a process for working with SEStran and Local Authorities to identify the focus areas would support an application).	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys ▪ Improve perceptions of accessibility to school by non-car modes ▪ Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Exact value to be determined based on balance of other projects, mixture of revenue and capital	26/27 only
Regional Projects	Major trip generators incentivisation, delivery and/or support Projects in this area can cover a range of areas, as long as they focus on promotion of active and sustainable travel to major trip generators, such as workplaces or other key destinations. The primary audience for these projects should be those who visit these sites frequently, such as employees or service users, but secondary audiences could include more occasional visitors. Funds in this area can be applied for directly by the trip generator, or by organisations who would support these projects – where other organisations are applying, we would expect an existing relationship with the workplace to exist.	• Reduce the number of journeys made by car from or to major trip generators • Increase the number of journeys made by active and sustainable modes from or to major trip generators • Improve perceptions of accessibility from or to major trip generators by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Exact value to be determined based on balance of other projects, mixture of revenue and capital	26/27 only

What is not eligible for funding

- Any project that does not fit within the eligible project scopes listed above
- Any project that provides for the construction of active or sustainable travel infrastructure
- Any project that does not focus on increasing participation in active or sustainable travel

Eligible expenditure

This is a project-based grant fund that will operate on the basis of full cost recovery, so all costs related to the delivery of the projects funded will be eligible to be claimed. This will include relevant staff costs as well as proportional overheads, premise costs etc. Costs that do not relate to the specific project being funded (for example, whole organisation overheads or entire premises costs) cannot be funded.

Organisation Eligibility

The fund will be open to any properly constituted organisation (note that local authorities are not eligible for this fund).

All applicants must be able to demonstrate a certain level of capability to deliver behaviour change projects, and have a baseline level of understanding, organisation and team set-up, finances, and insurance. We may ask for evidence of this when you submit your application.

If part of your application involves passing on funding to other groups, they will also need to comply with all of the eligibility criteria within this section.

Community Organisations

To be eligible, community organisations must:

- Have a signed constitution.
- Have the required number of board members, including a minimum of three unrelated board members.
- Have an up-to-date Public Liability Insurance certificate.
- Be financially solvent, and be able to provide evidence of such, such as recent accounts.
- Have a project team of at least two people committed to lead and manage the project for its duration, including finance and administration.

Fair Work First

All grants awarded with Scottish Government funds from 1 July 2023 (which includes this fund) must comply with the Fair Work First conditionality requiring grant recipients to pay at least the real Living Wage, and provide appropriate channels for effective workers' voice, such as trade union recognition.

All principal grant recipients (in the case of People and Place, this is SEStran) are required to meet the real Living Wage and effective voice conditions. Where the grant recipient issues funding to third-party organisations to support the delivery of the funded activity, the conditionality applies as follows:

- The real Living Wage condition applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.
- The effective voice condition does not apply.

Real.Living.Wage

- In general, a grant recipient must demonstrate it is paying the Real Living Wage (rLW) before it can access a grant.
- For the purposes of this grant fund, this condition only applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.

Evidence required will depend on the size of the grant as per Scottish Government guidance.

Work with vulnerable people

It is important we have assurances relating to the safeguarding of vulnerable groups. If your programme involves working with vulnerable groups, we will ask you to confirm that you have:

- Robust safeguarding policies and procedures in place to protect vulnerable adults and children (these may include things such as a specific safeguarding policy, training, support and supervision of staff, a Code of Conduct)
- Whistleblowing and monitoring and complaints processes.
- A clear procedure which must be followed if you become aware of any specific safeguarding incident

Assessment Process

Once submitted, in line with SEStran's Grant Standing Orders and to ensure best value, applications will be scored by 3 members of SEStran staff in line with the scoring criteria below. The average score under each criterion will then be taken and compiled into an overall score for each project.

A recommendation will then be made on a project-by-project basis based on the score, but also taking due account of ensuring a geographical spread of projects and transport modes across the region, and how the projects fit within the overall programme budget. This recommendation will then be reviewed by a funding panel, who will make a final recommendation on which projects are successful in line with the set criteria. The Panel will be made up of a minimum of 3 members of staff from SEStran (not including those who have marked the applications). Decisions of the Panel are final and are not subject to appeal. Where projects are proposed to run beyond 26/27, the assessment will focus only on proposals submitted for 26/27 delivery.

Organisation Financial Assessment

Alongside the assessment, a financial sustainability assessment will be undertaken on organisations in line with City of Edinburgh Council's processes. If an organisation fails this assessment, they may be ineligible to receive grant funding and their application may be rejected.

Eligibility Assessment

Prior to the scoring being carried out, an eligibility assessment will be undertaken to ensure the applicant organisation and the project being applied for meet the eligibility criteria above. Where an application is found to be ineligible, it will not be scored and will be deemed to be unsuccessful.

The scoring criteria that has been developed has been designed to assess projects on their overall quality, fit within the Delivery Plan, experience of the organisation delivering them, and value for money. A total score will be given out to 100 in line with the following criteria.

Project.outcomes

This section will be assessed based on how the project will deliver against the relevant outcomes of the specific project scope(s) you have applied for. The following scores will be assigned:

0	Project is unclear or unrelated to any of the project scopes. No reference to how the project will deliver against relevant outcomes.
6	Project has some relevance to a project scope(s) but lacks detail and/or specificity. Project has some reference to relevant outcomes but does not demonstrate how it will deliver against these.
12	Project partly demonstrates how it will deliver on some or all outcomes, and has some alignment with the delivery of a project scope(s).
18	Project demonstrates how it will deliver on some relevant outcomes, and is specific to relevant project scope(s).
24	Project demonstrates how it will deliver on some or all relevant outcomes, and aligns with delivery of the relevant project scope(s).
30	Project clearly and comprehensively demonstrates how it will deliver on the outcomes of the relevant project scope. Project is specific and tailored to the relevant priority scope(s).

Value.for.Money

This section will be assessed based on the project budget provided within the Project Delivery Plan, along with the project delivery plan and outcomes. Consideration will also be taken of the overall People and Place budget, the affordability for specific projects within that, and the comparative costs of other proposals (including costs of projects delivered in 2024/25). The following scores will be assigned:

0	Project cost is disproportionately high or low respective to the submitted project delivery plan and outcomes and the overall People and Place budget
10	Project cost is disproportionately high or low respective to the submitted project delivery plan and outcomes, but fits within the overall People and Place budget. Project budget and/or submitted delivery plan and/or outcomes will need adjusted to demonstrate value for money.
20	Project cost is proportionate to the submitted project delivery plan and outcomes, but not the overall People and Place budget. Project budget will need adjusted to fit within the programme.
30	Project cost is proportionate to the submitted project delivery plan and outcomes and the overall People and Place budget

Delivery.Programme

This section will be assessed based on the project delivery plan provided. Consideration will be taken on use of resources, project timescales, project milestones and risk management. The following scores will be assigned:

0	No evidence of delivery programme or planning in relation to the proposed project
4	Partial details are provided relating to a project delivery plan but these are very limited in detail or missing key information, or the delivery approach is unrealistic with insufficient capacity to successfully deliver the project.
8	Project delivery plan has been provided but lacks detail or specificity to the project and may be missing some information.
12	Project delivery plan demonstrates some understanding of how the project will be delivered. The timescales and/or resourcing are in part appropriate to the delivery of the project and a basic risk management plan is in place.
16	Project delivery plan demonstrates a good understanding of how the project will be delivered. Timescales and resourcing are appropriate to the delivery of the project and a good risk management plan is in place.
20	Detailed and comprehensive project delivery plan that demonstrates a well planned and appropriately resourced project. Project has a realistic timescale with clear milestones, demonstrating a comprehensive understanding of project delivery, along with a thorough risk management plan.

Organisation.Experience

This section will score the evidence that has been provided on an organisations previous success at delivering active and/or sustainable travel behaviour change projects. The following scores will be assigned:

0	No experience provided, or experience is not relevant to behaviour change for the chosen transport mode(s)
3	Relevant experience of delivering behaviour change projects for the chosen transport mode(s), but little or no of evidence of successful delivery of relevant outcomes in previous projects provided
6	Relevant experience of delivering behaviour change projects for the chosen transport mode(s), with some evidence of successful delivery of relevant outcomes in previous projects provided
10	Relevant experience of delivering behaviour change projects for the chosen transport mode(s), with high quality evidence of successful delivery of relevant outcomes in previous projects provided

Partnership.Work

This section will score the evidence that has been provided on an organisation's experience and ability to deliver successful projects in partnership with other organisations and its relevance for the project. The following scores will be assigned:

0	No evidence of partnership working is provided
2	Partnership working is referenced but no evidence is provided
4	Partnership working is referenced and some partial evidence is provided
6	Some evidence of partnership working is provided and there is some relation to how this will contribute to the delivery of the project.
8	Evidence of partnership working is provided, and a demonstration of how this will contribute to the effective delivery of the project.
10	Relevant and clear evidence of partnership working is provided. Evidence outlines the approach and effectiveness of past experiences of partnership working and how this will contribute to the effective delivery of the project.

SEStran People and Place Community Grant Fund – Eligibility Criteria and Assessment Process

Purpose of the Fund

In line with the [Regional Transport Strategy 2035](#), the People and Place Community Grant Fund is a key part of the regional delivery of active and sustainable travel behaviour change under the People and Place Programme. It aims it to fund small (£5,000-£50,000) projects that support people to increase their use of active and/or sustainable transport modes. Overall, the People and Place Programme will:

- Increase the proportion of active and sustainable journeys in the region

- Increase awareness of the benefits of active and sustainable travel to encourage future behaviour change

- Increase the use of active and sustainable travel modes among underrepresented groups in the region who might face additional barriers

- Collaborate with local authorities and third-sector partners to strengthen capacity and capability in active and sustainable travel

Project Eligibility

The Community fund will focus on projects between £5,000 and £50,000 aiming at delivering key local interventions to encourage active and sustainable transport in the SEStran region. Whilst projects can be funded up to a value of £50,000, it is assumed that most projects will be £25,000 or under. For projects between £25,000 and £50,000 we would recommend an early discussion with SEStran to set out the reason for this and further guidance can be given.

Applicants are encouraged to develop inclusive and accessible projects as part of this fund. A project specific Integrated Impact Assessment (IIA) should be used to demonstrate this where it is proportionate to do so.

A programme wide IIA has been produced and will be shared, and all projects will be expected to implement the recommendations of this where appropriate.

What is eligible for funding

Projects can focus solely on active travel or sustainable transport interventions or a combination of both elements. Projects must align with at least one of the three key People and Place themes below:

Schools and Young People

Interventions in Scottish schools that deliver holistic solutions for creating an environment where Active and Sustainable travel choices are not only an option, but the most effective ways to travel for young people and families.

Workplaces

Interventions that focus on places of work, that make Active and Sustainable travel choices a realistic solution for commuting for staff and volunteers. These could include investment in workplace cycle storage/parking or maintenance provision, or incentivisation schemes that make wheeling, walking, cycling and public transport a more attractive choices to private car use.

Accessibility and Inclusion

Interventions that focus on inclusion of underrepresented groups in Scotland who might face additional barriers to Active and Sustainable travel, such as cost, social perception, culture, health, ability, and geographical location. Interventions should integrate a good engagement with groups who face such barriers and aim at significantly reducing them to increase opportunities to choose Active and Sustainable travel.

Location Criteria

Projects should be run within the RTP that they are applying for (but organisations can be based outwith that area). Projects that cross RTP boundaries should get in touch with each RTP and a 'lead' RTP will be agreed who will assess the application and manage any successful project.

Eligible expenditure

This is a project based grant fund that will operate on the basis of full cost recovery, so all costs related to the delivery of the project funded will be eligible to be claimed. This will include relevant staff costs as well as proportional overheads, premise costs etc. Costs that do not relate to the specific project being funded (for example, whole organisation overheads or entire premises costs) cannot be funded.

Examples of eligible projects (non-exhaustive list)

Active travel projects

- Creation or development of a community bike or e-bike share scheme
- Cycling facilities at key community destinations such as cycle parking and/or cycle storage
- Provision of a variety of training sessions, such as confidence cycle sessions, bike maintenance sessions, health walks, etc.
- Support on route planning for wheeling, walking and cycling journeys
- Delivery of activities such as cycle led rides, led walks, bike maintenance sessions / Dr Bike sessions, etc

Sustainable travel projects

- Shared-transport projects, including car clubs, car share, etc.
- Engagement initiatives to promote sustainable transport

Multi Modal Projects

- Support for travel planning
- Pop-up mobility hubs – integrating shared transport with public transport
- Promotional campaigns

- Delivery of activities in the community aiming at raising awareness of active and sustainable travel options

What is not eligible for funding

- Any project that does not focus on increasing rates of wheeling, walking, cycling and/or sustainable travel
- Any project that provides for the construction of active or sustainable travel infrastructure

Please note that this is a non-exhaustive list of projects and we acknowledge that other project proposals could meet the eligibility criteria of this fund; if you wish to discuss your project further, please get in touch.

Organisation Eligibility

This fund is open to:

- community groups
- voluntary organisations
- registered charities
- social enterprises
- community benefit societies
- community interest companies (CICs)

To be eligible, organisations must:

- Have a signed constitution
- Have the required number of board members, including a minimum of three unrelated board members
- Have an up to date Public Liability Insurance certificate
- Be financially solvent, and be able to provide evidence of such, such as recent accounts
- Have a project team of at least one suitable person committed to lead and manage the project for its duration, including finance and administration
- Comply with the Fair Work First conditionality
- Have robust safeguarding policies and procedures to protect vulnerable adults and children (if applicable to the project)

All applicants should be able to demonstrate a certain level of capability to deliver behaviour change projects, and have a baseline level of understanding, organisation and team set-up, finances, and insurance. We may ask for evidence of this when you submit your application.

Note that this fund is not open to Local Authorities, other public bodies, or businesses.

Fair Work First

All grants awarded with Scottish Government funds from 1 July 2023 (which includes this fund) must comply with the Fair Work First conditionality requiring grant recipients to pay at least the real Living Wage, and provide appropriate channels for effective workers' voice, such as trade union recognition.

All principal grant recipients (in the case of People and Place, this is SEStran) are required to meet the real Living Wage and effective voice conditions. Where the grant recipient issues funding to third-party organisations to support the delivery of the funded activity, the conditionality applies as follows:

- The real Living Wage condition applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.
- The effective voice condition does not apply.

Real Living Wage

- In general, a grant recipient must demonstrate it is paying the Real Living Wage (rLW) before it can access a grant
- For the purposes of this grant fund, this condition only applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.

Evidence required will depend on the size of the grant as per Scottish Government guidance.

Work with vulnerable people

It is important we have assurances relating to the safeguarding of vulnerable groups. If your programme involves working with vulnerable groups, we will ask you to confirm that you have:

- Robust safeguarding policies and procedures in place to protect vulnerable adults and children (these may include things such as a specific safeguarding policy, training, support and supervision of staff, a Code of Conduct)
- Whistleblowing and monitoring and complaints processes.
- A clear procedure which must be followed if you become aware of any specific safeguarding incident

Assessment Process

Once submitted, to ensure best value, applications will be scored by at least 2 members of SEStran staff in line with the scoring criteria below. The average score under each criterion will then be taken and compiled into an overall score for each project.

An internal recommendation will then be made on a project by project basis, based on the score, but also taking due account of ensuring a geographical spread of projects and transport modes across the region, and how the projects fit within the People and Place budget. Decisions are final and are not subject to appeal.

Organisation Financial Assessment

Alongside the assessment, a financial sustainability assessment will be undertaken on organisations in line with City of Edinburgh Council's processes.

Eligibility Assessment

Prior to the scoring being carried out, an eligibility assessment will be undertaken to ensure the applicant organisation and the project being applied for meet the eligibility criteria above. Where the application is found to be ineligible, it will not be scored and will be deemed to be unsuccessful.

Scoring Criteria

The scoring criteria that have been developed have been designed to assess projects on their overall quality, fit within the overall programme's objectives, future planning of the organisation delivering them, and value for money. A total score will be given out to 100 in line with the following criteria.

Community engagement and barrier identification

Work/engagement with community to identify needs/barriers. The following scores will be assigned:

0	No evidence of community consultation or engagement and no identification of the current community needs and barriers to access active and/or sustainable transport.
6	Insufficient community consultation or engagement and/or limited understanding of the current community needs and barriers to access active and/or sustainable transport.
12	Partial demonstration of community consultation or engagement and/or partial identification of current community needs and barriers to access active and/or sustainable transport.
18	Relevant community engagement work and/or partial identification of current community needs and barriers to access active and/or sustainable transport.
24	Demonstration of a good community engagement work and/or identification of current community needs and barriers to access active and/or sustainable transport.
30	Demonstration of a strong community engagement and clear identification of current community needs and barriers to access active and/or sustainable transport.

Project outcomes

This section will be assessed based on how the project will deliver on the relevant outcomes (related to the programme objectives and the three identified People and Place themes) within the Delivery Plan. The following scores will be assigned:

0	Project is unclear or unrelated to any of the programme objectives and/or the three identified People and Place themes. No reference to how the project will deliver against relevant outcomes.

4	Project has some relevance to the programme objectives and/or any of the three identified People and Place themes but lacks detail and/or specificity. Project has some reference to relevant outcomes but does not demonstrate how it will deliver against these.
8	Project partly demonstrates how it will deliver on some or all outcomes and has some alignment with the programme objectives and/or any of the three identified People and Place themes.
12	Project demonstrates how it will deliver on some relevant outcomes and is specific to relevant programme objectives and any of the three identified People and Place themes.
16	Project demonstrates how it will deliver on some or all relevant outcomes, and aligns with delivery of relevant programme objectives and any of the three identified People and Place themes
20	Project clearly and comprehensively demonstrates how it will deliver on relevant outcomes to the identified programme objectives and any of the three identified People and Place themes. Project is specific and tailored to the relevant priority interventions and respective location(s).

Value for Money

This section will be assessed based on the project budget provided, along with the project delivery plan and outcomes. Consideration will also be taken of the overall Delivery Plan budget, the affordability for specific projects within that, and the comparative costs of other proposals (including costs of projects delivered in 2025/26). The following scores will be assigned:

0	Project cost is disproportionately high or low respective to the submitted delivery plan and outcomes and the available budget
6	Project cost is disproportionately high or low respective to the submitted delivery plan and outcomes but fits within the available budget. Project budget and/or submitted delivery plan and/or outcomes will need adjusted to demonstrate value for money
14	Project cost is proportionate to the submitted delivery plan and outcomes but does not fit within the available budget. Project budget will need adjusted to fit within the programme
20	Project cost is proportionate to the submitted delivery plan and outcomes and the available budget

Delivery Programme

This section will be assessed based on the project's delivery programme provided. Consideration will be taken on use of resources, project timescales, project milestones and risk management. The following scores will be assigned:

0	No evidence of delivery programme or planning in relation to the proposed project
3	Partial details are provided relating to a delivery programme but these are very limited in detail or missing key information, or the delivery approach is unrealistic with insufficient capacity to successfully deliver the project.

6	Delivery programme has been provided but lacks detail or specificity to the project and may be missing some information.
9	Delivery programme demonstrates some understanding of how the project will be delivered. The timescales and/or resourcing are in part appropriate to the delivery of the project and a basic risk management plan is in place.
12	Delivery programme demonstrates a good understanding of how the project will be delivered. Timescales and resourcing are appropriate to the delivery of the project and a good risk management plan is in place.
15	Detailed and comprehensive delivery programme that demonstrates a well planned and appropriately resourced project. Project has a realistic timescale with clear milestones, demonstrating a comprehensive understanding of project delivery, along with a thorough risk management plan.

Future Planning and Future Ambitions

This section will be assessed on how well the applicant has explained its plans for the project beyond this funding period, and how these will be supported and sustained.

The following scores will be assigned:

0	No clear vision or future planning outlined; response does not address project/organisational sustainability, ambitions beyond the funded period, or the role of single-year delivery in wider organisational goals.
5	Some future ambitions described, but limited detail on how funding will be used to establish independent delivery or sustain outcomes longer term. *For single-year projects:* Mentions wider organisational ambitions but provides little clarity on how the one-year delivery contributes to them.
10	Clear vision and future ambitions with some credible planning for project/organisational sustainability; outlines how funding will support project delivery, though detail or robustness of future planning may be partial. *For single-year projects:* Provides a clear explanation of how the one-year delivery supports wider organisational ambitions, though long term integration may lack depth.
15	Comprehensive and well-articulated vision with strong, realistic plans for independent project/organisational delivery and sustainability; demonstrates long term ambitions and outcomes that extend well beyond single-year delivery, with a robust plan. *For single-year projects:* Provides a compelling and well-structured explanation of how the one-year delivery plays a significant role in advancing wider organisational ambitions and capacity, contributing meaningfully to long term impact.

Non-Councillor Member Recruitment for the Term 2026-2030

1.	**INTRODUCTION**

1.1 The purpose of this report is to provide the Partnership with an update on the Non-Councillor Member (NCM) recruitment process and to ask the Board to appoint a Councillor Member to serve on the Recruitment Panel for the NCM vacancies.

2.   BACKGROUND

2.1 The current term of SEStran's Non-Councillor Members is due to end on 31 March 2026.

2.2 A report was presented at the 26 September 2025 Partnership Board meeting, outlining the existing constitution of the NCMs and the process for re-appointments and recruitment.

3.   REAPPOINTMENTS AND RECRUITMENT PROCESS UPDATE

3.1 The Reappointments exercise has now concluded, and the Chair has endorsed the following NCMs to serve the next term running from 1 April 2026 – 31 March 2030. Members should note that this is subject to approval by Scottish Ministers, which will be sought following the external recruitment:
   - Linda Bamford
   - Simon Hindshaw
   - Callum Hay
   - John Scott
   - Paul White
   - Alistair Couper

3.2 Dr Doreen Steele has decided to stand down at the end of the current term, following her dedicated service, which started in March 2017.

3.3 The resulting 3 vacancies will now be widely advertised. In order to seek to increase the diversity of the organisation's NCM membership, in line with our duties as a public body under the Gender Representation on Public Boards (Scotland) Act 2018, precedence will be given to appointing women to these posts.

3.4 The anticipated timeline for the recruitment and selection process will be as follows:
   - Advertise Vacancies Dec 2025
   - Shortlist Applications Jan 2026
   - Interview Jan - Feb 2026
   - Selection panel make their recommendations Jan – Feb 2026

- Seek Board/Ministerial Approval for Appointments Feb/March 2026
- Report to the Partnership Board March 2026

4. RECRUITMENT PANEL

4.1   At the Partnership Board meeting on 26 September 2025, it was reported that a meeting of the Succession Planning Committee would be arranged in order to agree membership of the recruitment panel for these positions. However, given the team's current workload, it is now proposed to avoid duplication of effort by requesting that the Board agrees membership of the recruitment panel rather than arranging the committee meeting.

4.2   It is proposed that the panel will consist of the Chair of the Partnership Board, Partnership Director and a Councillor Member. Support will be provided by HR and the Business Manager. Therefore, the Board is asked to nominate a Councillor Member and approve the appointments panel for the recruitment of the 3 new NCMs.

4. RECOMMENDATIONS

The Board is asked to:

4.1   Nominate a Councillor Member and approve the appointments panel for the recruitment of the 3 new NCMs, and;

4.2   Note the reappointment and recruitment process for the new term of the NCMs for 2026-2030, and;

4.3   Note that SEStran will be required to make any appointments in line with duties as stated in The Gender Representation on Public Boards (Scotland) Act 2018.

Angela Chambers
Business Manager
28 November 2025

Policy Implications	None
Financial Implications	None
Equalities Implications	Requirement to comply with the Gender Representation on Public Boards (Scotland) Act 2018 and aim to have 50% of non-executive members who are women.
Climate Change Implications	None

SCOTLAND'S DRAFT CLIMATE PLAN CONSULTATION

1. INTRODUCTION

1.1 The Scottish Government is consulting on its Draft Climate Change Plan, which includes details of a revised approach to car use reduction. It is important that Board Members' views are considered as part of SEStran's response to the consultation.

1.2 The closing date is 29 January 2026, and Board Members are requested to submit their views to the SEStran team by 22 January 2026.

2. MAIN REPORT

2.1 At its meeting on 6th December 2024, the SEStran Partnership Board discussed Transport Scotland's Routemap to a 20% Reduction in Car Use by 2030.

2.2 The discussion engendered strong feelings on the topic of demand management (e.g. road user charging), and the Board instructed the Partnership Director to write to both Transport Scotland and COSLA's Environment and Economy Board ahead of their meeting on 13th December 2024 to register its concerns about the Routemap.

2.3 In January 2025, Audit Scotland produced a report titled 'Sustainable Transport: Reducing Car Use', which was critical of the approach being taken by Transport Scotland, and concluded that there was no chance that the 20% target could still be achieved by 2030.

2.4 At its meeting on 20 June 2025, the SEStran Partnership Board discussed 'Achieving Car Use Reduction in Scotland: A Renewed Policy Statement', by Transport Scotland and COSLA. This statement accepted the findings in the Audit Scotland report, and reaffirmed the TS/COSLA commitment to achieving the policy outcomes.

2.5 TS and COSLA also committed to producing a new, longer-term target for reducing car use and confirmed that this would be informed by updated advice from the Climate Change Committee, which has now been received.

2.6 As a result, the Scottish Government has now produced a draft version of Scotland's Climate Change Plan for consultation: Draft Climate Change Plan - Scottish Government consultations - Citizen Space. The Plan includes a detailed section on Transport, which can be found at pages 20-57 of Annex 2 in the supporting document section: Supporting documents - Scotland's Climate Change Plan – 2026-2040 - gov.scot.

2.7   The deadline for submission is 29 January 2026, and Board Members are requested to review relevant sections of the document and return any comments to reception@sestran.gov.uk before 22 January 2026.

2.8   A copy of the final submission will be reported to the next meeting of the Partnership Board.

3.   RECOMMENDATIONS

3.1   It is recommended that the Partnership Board:

3.1.1   Reads the draft version of Scotland's Climate Change Plan

3.1.2   Submit their individual comments to the SEStran team by 22 January 2026

3.1.3   Notes that the SEStran response to the consultation will be reported to the next meeting of the Partnership Board

Rebecca Smith
Projects Officer
SEStran

5 December 2025

Contact   rebecca.smith@sestran.gov.uk

Policy Implications	Potentially significant policy implications, although more likely to align closely with RTS and existing policies
Financial Implications	None at this stage
Equalities Implications	None at this stage
Climate Change Implications	None at this stage, but likely to be significant

Programme of Meetings

1. INTRODUCTION

1.1 This paper presents the proposed dates for the Partnership Board, Performance and Audit and Stakeholders Liaison Group meetings in 2026.

1.2 The schedule has been drafted in line with previous meeting cycles and complies with audit reporting requirements.

2. PROPOSED MEETING DATES

2.1 The proposed dates for the **Partnership Board** are:
- Friday 13th March 2026
- Friday 19th June 2026
- Friday 25th September 2026
- Friday 4th Dec 2026

2.2 The proposed dates for the **Performance an Audit Committee** are:
- Friday 27th February 2026
- Friday 5th June 2026
- Friday 11th September
- Friday 20th November

2.3 Members should note that the Partnership Board and the Performance and Audit Committee will be held as hybrid meetings, unless agreed otherwise. These meetings will take place in person at the City Chambers, Edinburgh or via Microsoft Teams. However, it would be appreciated if members could attend the meetings in person where possible.

2.4 The proposed dates for the **Stakeholders Liaison Group** are for noting:
- Wednesday 18th February 2026
- Wednesday 27th May 2026
- Wednesday 2nd September 2026
- Wednesday 11th November 2026

2.5 The Stakeholders Liaison Group will be held online via Microsoft Teams, again unless there is a requirement for an in-person meeting. To assist with diary management, calendar invites will be issued in advance for all scheduled meetings.

3. RECOMMENDATIONS

3.1 It is recommended that the Board:

3.1.1 Approves the proposed programme of meetings for 2026

3.1.2 Notes the hosting arrangements for the future meetings.

Angela Chambers
Business Manager
28 November 2025

Policy Implications	None
Financial Implications	Cost of hosting in person meetings which will be contained within approved budgets.
Equalities Implications	Providing meeting options that are accessible for all.
Climate Change Implications	Using meeting venues that have hybrid meeting facilities, good public transport links and central locations.

Consultation responses between September and December 2025

1.   INTRODUCTION

1.1   The purpose of this report is to update Members on SEStran's response to consultations between September and December of this year.

1.2   In terms of the List of Officer Powers, para 3.14, there was insufficient time to bring the consultations to the Board before their closing dates.

1.3   The responses form appendices 1,2,3, and 4 of the report. A brief summary is provided below.

2.   RESPONSES

2.1   Draft Climate Change Plan Scrutiny 2025 (online submission 20th September 2025)

Following on from the Climate Change (Emissions Reduction Targets) Act 2024, the draft Climate Change Plan (CCP) is a strategy document which outlines how the Scottish Government intends to meet emissions reduction targets across all portfolio areas and sectors of the economy. The consultation asks for views on the CCP from stakeholders.

SEStran's consultation response welcomes the guidance but calls for clearer instructions on meeting climate change duties, particularly integrating equalities and socio-economic disadvantage. It urges more explicit advice on linking impact assessments and stresses robust auditing and monitoring. Practical tools such as Figure 3 and templates for Carbon Management and Climate Change Plans are appreciated, though clarification is needed on which organisations must complete detailed reporting. SEStran strongly supports the adaptation approach, reviewing the Scottish National Adaptation Plan and annual reporting, and agrees guidance should remain flexible to reflect unique circumstances. It endorses baseline reporting for selected scope 3 emissions, requesting advice on double reporting and additional categories. Improvements suggested including clearer multi-stakeholder responsibilities and enhanced reporting accuracy.

2.2   Scottish Government Draft Environment Strategy Consultation (online submission 29th September)

The strategy sets a 2045 vision to restore nature, end climate change contribution, and tackle pollution through a just transition, promoting social justice, wellbeing, and green economic growth, while embedding sustainability and resilience within Scotland's global environmental responsibilities.

SEStran supports the vision of the draft Environmental Strategy and stresses the need to ensure that the outcomes—ending Scotland's contribution to climate change and achieving global sustainability—do not conflict, recognising that economic growth may still result in unavoidable emissions. SEStran highlights the importance of addressing synergies and trade-offs, especially in reducing emissions while restoring biodiversity and minimising pollution. SEStran strongly agrees that societal and behavioural changes are essential to tackle environmental crises and advocates for government support that also addresses inequalities. SEStran supports a just transition to a net zero, nature-positive, circular economy.

2.3 Edinburgh Trams Extension Consultation (online submission 14th November 2025)

The Edinburgh Trams Extension consultation proposes a north-south line from Granton to BioQuarter and Royal Infirmary, aiming to cut car use and boost sustainable travel. Over 11,000 responses highlight strong support, route debates, and integration with wider transport networks.

SEStran welcomes the Edinburgh tram consultation, supporting tram expansion as a key part of a sustainable, low-carbon regional transport system. The response highlights alignment with the SEStran 2035 Regional Transport Strategy, emphasising the need for integrated, multi-modal networks—beyond just trams—including buses, rail, active travel, and smart ticketing. SEStran urges coordinated investment across all modes and prioritises accessibility, recommending tram stops in areas at risk of transport poverty and full accessibility for all. The response supports high-quality active travel facilities alongside tram routes and advocates for future tram links to neighbouring regions. SEStran calls for ongoing partnership to ensure tram expansion delivers measurable regional benefits in carbon reduction, accessibility, and economic growth.

2.4 Scotland's Fourth Land Use Strategy (online submission 30th September 2025)

Scotland's Fourth Land Use Strategy consultation seeks views on integrating land use for climate, biodiversity, and community benefits through regional frameworks, data-driven indicators, and collaborative planning, supporting a just transition to net zero and resilient landscapes across rural and urban areas. SEStran responded to the consultation to support that land use planning should reflect transport and housing needs.

SEStran supports aligning land use mapping with other Scottish Government policy data, especially integrating transport and housing. There is a need for overlapping maps showing green/brownfield sites and linking land use to population and transport poverty. The current strategy underrepresents transport, tourism, and urban areas, focusing too much on agriculture. Integrated data strategies across government, including mobility and employment access, are recommended. SEStran questions the effectiveness of 'integrated landscapes' and calls for clearer, measurable indicators, especially regarding transport. Relevant datasets include NPF4, NTS2, and regional mobility data. Transport poverty and access should be

considered for disadvantaged groups. Case studies and ecosystem services information would help illustrate practical delivery and wider value.

2.6 Midlothian's Draft Local Transport Strategy (submitted 29th September 2025) (summary only due to formatting)

Midlothian's Draft Local Transport Strategy sets a vision for sustainable, accessible travel, integrating land use and transport planning. It prioritises active travel, public transport, bus strategy, decarbonisation, and behaviour change, aiming to reduce car dependency and improve connectivity regionally and locally.

SEStran welcomes the Midlothian Draft LTS, strongly supporting its vision for sustainable, accessible transport. We support all five outcomes, especially integrating transport and land use, and recommend highlighting "living well locally" to support reduced travel needs. We encourage localised decarbonisation targets for Outcome 5. SEStran agrees with all policies, suggesting stronger links to existing housing networks and ongoing behaviour change initiatives. We support the focus on bus strategy, active travel, and improved public transport. The ten priorities for change are well aligned with the SEStran Regional Transport Strategy, promoting safer, more sustainable travel. We look forward to collaboration on delivery, particularly around car clubs, MaaS, and ensuring improvements are visible and accessible to all residents

3. RECOMMENDATIONS

3.1 It is recommended that Members note the content of the report and its appendices.

Keith Fisken
Senior Partnership Manager
5th December 2025

Appendix 1: Consultation Response – Draft Climate Change Plan Scrutiny 2025
Appendix 2: Consultation Response – Scottish Government Draft Environment Strategy Consultation
Appendix 3: Consultation Response – Edinburgh Trams Extension Consultation
Appendix 4: Consultation Response – Scotland's Fourth Land Use Strategy

Policy Implications	There could be implications for future iterations of the RTS, dependent on further actions by those consulting.
Financial Implications	None.
Equalities Implications	None.
Climate Change Implications	None.

Draft Climate Change Plan Scrutiny 2025

About You

The South East of Scotland Transport Partnership (SEStran) is a Statutory Partnership of the Councils of City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

Organisation Details

Transport

1. What are the most important policies needed to achieve the proposed carbon budgets level for 2026-40 in the transport sector?

- **Reducing car km and car mode share.**
- **Enabling active travel by providing integrated and high-quality routes for walking, wheeling and cycling that join up settlements and destinations.**
- **Providing access to public transport safe to use for all. This can be achieved by transforming and extending the bus service, and enhancing and extending rail services.**
- **Facilitating efficient freight movement and passenger travel**
- **Reallocating Road Space on the Regional and Local Network**
- **Supporting seamless multi-modal journeys.**
- **Support a just transition to decarbonisation with electric technologies being supported alongside the measures above.**

For information on SEStran's transport policies can be found in our Regional Transport Strategy.

2. When should these policies be introduced, and over what timeframe should they be implemented in the transport sector?

We would encourage policies to be introduced with input from Local Authorities on how these policies can be supported at a local level.

3. What are the expected costs of implementing these policies in the transport sector?

Estimating the expected costs of implementing transport decarbonisation policies is inherently challenging and will depend on detailed appraisal work and the development of robust business cases. Costs will vary based on the scale and timing of interventions, the pace of technological advancement, and the availability of private sector finance. For example, the expansion of electric vehicle infrastructure, rail electrification, and smart mobility systems may require significant upfront investment, but costs could decrease over time as technologies mature, and economies of scale are realised. Moreover, the extent to which private

investment can be leveraged — particularly through public-private partnerships, land value capture and developer contributions — will play a critical role in shaping the overall financial landscape. A flexible, adaptive approach to cost planning is essential, allowing for adjustments as innovations emerge and market conditions evolve.

4. What are the expected benefits of these policies in the transport sector? Please include any wider benefits (e.g. environmental, equality, financial and health) you would expect.

Supporting these policies would have a range of benefits:

Providing healthier travel options would:

- **Improved Physical & Mental Health and Activity**
- **Increased Wellbeing Transformed**
- **Liveable Neighbourhoods**

Supporting better public transport would:

- **Greater Equality of Opportunity**
- **Travel Barriers Removed**
- **Reduced Social Isolation**

Creating safe and sustainable movement of people and freight across the region would:

- **Reduced Road Casualties**
- **A Just Transition in Inclusive Economic Growth**
- **Improved Regional Competitiveness**
- **Climate Change Adaptation**

5. What do you think the key challenges would be in delivering these policies in the transport sector?

- **Funding cycles would likely create a major barrier to creating long-term transformative programmes to deliver better infrastructure.**
- **Ensuring affordable costs to the user of new networks.**
- **Ensuring projects were representative of the community needs.**
- **Behavioural resistance to reducing car dependency.**
- **Funding gaps and the need for sustained investment.**
- **Infrastructure limitations, particularly in rural areas.**
- **Policy coherence and leadership requiring clearer strategies and accountability.**

- **Equity concerns, ensuring rural and disadvantaged communities are not left behind.**

6. How could these policies support a Just Transition for workers and communities in the transport sector?

Crucially, this transition presents a major opportunity for job creation and skills development across Scotland. Investment in low-carbon transport will stimulate employment in vehicle electrification, infrastructure deployment, and public transport operations, while also fostering new roles in emerging fields such as digital twinning, smart mobility systems, and transport data analytics. Upskilling the workforce in these areas will be essential to ensure a Just Transition, enabling workers and communities to benefit from the shift to a net-zero economy.

Find out more about Just Transition

Please use this textbox to provide your answer

Non sector-specific questions

1. How should the changes required to meet emission reduction targets be funded?

Please use this textbox to provide your answer

2. What governance arrangements are needed in the Scottish Government to ensure effective delivery of the CCP?

Consistent engagement with LAs and RTPs to ensure deliverables are appropriate and realistic at a regional and local level.

Effective delivery of the Scottish Climate Change Plan requires a robust and transparent governance framework that clearly defines the roles, responsibilities, and escalation procedures of all involved bodies, including national, regional, and local authorities.

Workforce planning must be prioritised, with a focus on building capacity and developing skills in emerging areas such as digital twinning, smart mobility, and climate data analytics. Risk management systems should be evidence-based, enabling early identification and escalation of climate-related risks.

Cross-government collaboration is vital, ensuring alignment across departments and with regional authorities to avoid duplication and maintain policy coherence.

Local and regional authorities must be empowered through multi-year funding and support to attract investment and deliver net-zero projects tailored to their communities.

Equally important is the active engagement of the business sector. The Scottish Government should further develop structured partnerships with industry to co-develop low-carbon solutions, support innovation, and align regulatory frameworks with business capabilities. This includes creating incentives for green investment, supporting SMEs in the transition, and fostering skills development in collaboration with industry bodies

Finally, public engagement must remain central, with transparent communication and inclusive participation mechanisms such as the Climate Change People's Panel to ensure that climate action reflects the needs and voices of all communities (urban & rural)

3. How can the Scottish Government ensure transparent monitoring and reporting on progress?

Creating an open framework for monitoring to ensure the plan's impact can be accounted for from the beginning. Ensuring monitoring methods are in line with other delivery plans to ensure analysis isn't siloed.

4. What should the Scottish Government do to help the public contribute to climate action?

Please share any ideas you have. These could relate to education, affordability of green technology, or other areas you think matter.

Continued and consistent engagement with the public to ensure community voices are heard and responded to.

5. What other factors could affect whether Scotland meets its climate change targets?

Please share any ideas you have. These could relate to workforce planning and skills, devolved and reserved powers, social and cultural factors, international aspects, or other areas you think matter.

Scotland's ability to meet its climate change targets depends on a range of interconnected factors, including the availability of a skilled green workforce, the balance of devolved and reserved powers (especially in energy, planning and transport policy), and public engagement with sustainable behaviours. Social equity, rural-urban differences, and cultural attitudes also shape outcomes, while international influences like global energy markets and supply chains affect progress. Success further hinges on coherent policy implementation, adequate investment, and transparent governance to ensure accountability and public trust.

Scotland's Draft Environment Strategy – SEStran Response

Vision and outcomes

Question 1: Do you agree with the vision of the Environment Strategy?

Yes

Question 2: Are there any outcomes that you feel should be removed, added or changed in the Environment Strategy?

It should be ensured that the 'We have ended Scotland's contribution to climate change' and 'Scotland's global environmental impact is sustainable' outcomes don't contradict or contrast each other. Even with carbon capture efforts, the continued growth of Scotland's economy will create emissions that can't be entirely mitigated.

Outcome pathways

Question 3: There now follow questions about the individual outcome pathways. Do you think that the outcome pathways considered together include the important policies, actions and future priorities to achieve the Vision? If not, what changes would you suggest?

Outcomes on biodiversity, climate change and pollution

Question 4: The pathways for the outcomes on biodiversity, climate change and pollution signpost to existing policies – how can we best address potential synergies and trade-offs across these outcomes? For example, how can we reduce greenhouse gas emissions in a way that also helps to restore biodiversity and minimise pollution?

Scotland's global environmental impact is sustainable

Question 5: What are the top priorities the Scottish Government should focus on to improve the environmental impact of Scotland's activities on other countries? – For example, this could include the impacts of producing the goods and services we import into Scotland, our exports of waste and our approach to international engagement.

Question 6: Do you have any further views on how the pathway outlined in the draft Strategy can help achieve the outcome "Scotland's global environmental impact is sustainable"?

Scotland's society is transformed for the better by living sustainably, in harmony with nature

Question 7: To what extent do you agree/disagree that societal changes, including in our lifestyles and behaviours, are needed to help tackle the nature, climate and pollution crises?

Strongly agree

If you agree, please explain in the text box below how you think the Scottish Government could most effectively support and enable these changes in ways that also help to improve people's lives and tackle inequalities.

Or, if you disagree, please explain in the text box below why you don't think that societal changes, including in our lifestyles and behaviours, are needed to help tackle the nature, climate and pollution crises.

Question 8: Do you have any further views on how the pathway outlined in the draft Strategy can help achieve the outcome "Scotland's society is transformed for the better by living sustainably, in harmony with nature"?

Scotland's net zero, nature positive and circular economy thrives within the planet's sustainable limits

Question 9: To what extent do you agree/disagree that a just transition to a net zero, nature positive, circular economy is needed to support Scotland's role in tackling the nature, climate and pollution crises?

Strongly agree

If you agree, please explain in the text box below how you think the Scottish Government could most effectively support this transition in ways that create wider economic opportunities for Scotland, including for jobs and businesses.

Or, if you disagree, please explain in the text box below why you don't think a just transition to a net zero, nature positive, circular economy is needed to support Scotland's role in tackling the nature, climate and pollution crises.

Question 10: Do you have any further views on how the pathway outlined in the draft Strategy can help achieve the outcome "Scotland's net zero, nature positive and circular economy thrives within the planet's sustainable limits"?

We build Scotland's resilience to climate change and other global environmental risks

Question 11: Do you agree/disagree with the approach set out in the pathway for the outcome "We build Scotland's resilience to climate change and other global environmental risks"?

Storngly Agree

These transformations are achieved through a just transition and support climate and environmental justice

Question 12: Do you agree/disagree with the approach set out in the pathway for the outcome "These transformations are achieved through a just transition and support climate and environmental justice"?

Questions on the Impact Assessments

Question 13: Do you have any views on whether there are likely to be any positive or negative environmental impacts from the draft Environment Strategy that have not been identified in the Strategic Environmental Assessment (SEA)?

Question 14: Is there anything in the draft Environment Strategy which should be added or changed to strengthen positive impacts or lessen any negative impacts on people with protected characteristics?

Question 15: Are there any positive or negative impacts on protected groups (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) that have not been identified in the draft Equalities Impact Assessment?

Question 16: Are there any other protected groups, which have not been identified in the draft Equalities Impact Assessment, that will potentially be positively or negatively impacted by the Environment Strategy?

Question 17: Are there any positive or negative impacts on island communities that are different from the impacts on mainland areas from the draft Environment Strategy, that have not been identified in the draft Islands Communities Impact Assessment?

Question 18: Are there any positive or negative impacts on groups experiencing socio-economic disadvantage (such as income, low wealth or area deprivation) from the draft Environment Strategy that have not been identified in the draft Fairer Scotland Duty?

Question 19: Are there any positive or negative impacts from the draft Environment Strategy that have not been identified in the draft Child Rights and Wellbeing Impact Assessment?

Question 20: Are there any positive or negative impacts from the draft Environment Strategy that have not been identified in the draft Consumer Duty Impact Assessment?

Question 21: Are there any positive or negative impacts from the draft Environment Strategy on businesses that have not been identified in the partial BRIA?

Question 22: Do you have any further views on the partial BRIA?

Question 23: Are there any other positive or negative impacts on areas such as health in the draft Environment Strategy that should be considered?

About Us

The South East of Scotland Transport Partnership (SEStran) is the statutory Regional Transport Partnership for the South East of Scotland. SEStran encompasses eight local

authorities: City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

Within the partnership area there is a huge diversity of transportation issues, from urban congestion to rural public transport and from ferry ports to airports. SEStran aims to address these issues and work towards a more sustainable and efficient transport network.

SEStran is guided by it's Regional Transport Strategy which provides a strategic framework for transport management and investment for the partnership area.

![GO SEStran — South East of Scotland Transport Partnership logo]

November 2025

SEStran Response to City of Edinburgh Tram Consultation

The South-East of Scotland Regional Transport Partnership (SEStran) welcomes the opportunity to comment on the Edinburgh tram network consultation. SEStran supports investment in high-capacity public transport, recognising the tram extension as a potential cornerstone of a low-carbon, accessible, and sustainable transport system for Edinburgh and the wider region.

Alignment with SEStran 2035 Regional Transport Strategy[1]

Advancing Sustainable and Inclusive Mobility
The SEStran 2035 RTS prioritises a modal shift towards sustainable travel, with a focus on delivering public transport and active modes that reduce car dependency and carbon emissions (RTS Section 4 Vision & Strategy Objectives; Section 14 Decarbonising Transport). Tram expansion should contribute directly to meeting national targets for a reduction in car use and the creation of inclusive, healthy, and prosperous communities.

Integration with Regional Networks
The RTS emphasises the importance of seamless, multi-modal journeys (Section 13 Delivering Seamless Multi-Modal Journeys).

SEStran recognises the tram proposal as an important part of Edinburgh's developing regional transport network. However, a fully effective and resilient South-East Scotland transport system will depend on holistic investment in and integration across all modes—not just tram, but also bus, heavy rail, active travel, and freight corridors. Efficient cross-regional movement of people and goods, both within Edinburgh and extending into neighbouring areas, is crucial for supporting sustainable economic growth, improved accessibility, and progress towards net zero targets.

SEStran recommends that future transport planning and funding reflect the need for coordinated improvements across public transport, road, active travel, and smart ticketing. Achieving a genuinely integrated system will require ongoing and significant investment throughout the region, beyond tram infrastructure alone, as outlined in the SEStran 2035 Regional Transport Strategy.

SEStran is working with all regional local authority partners and in close collaboration with regional bus and rail operators on work to enabe wider regional connectivity beyond Edinburgh. supporting travel throughout the SEStran region. Enhanced interchange opportunities and integration of transport modes include tram will be part of this work. The City of Edinburgh's work on tram expansion is a key part of this collaborative regional work.

Enhancing Accessibility and Social Equity

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[1] https://sestran.gov.uk/sestran-2035-regional-transport-strategy/

The RTS calls for an inclusive transport system (Section 8 Enhancing Accessibility of Public Transport; Section 6 Shaping Development and Place). SEStran recommends prioritising tram stop locations in areas at risk of transport poverty and ensuring full accessibility for older adults and people with disabilities. Community engagement must include vulnerable groups, ensuring design and delivery reflect diverse needs across urban and rural populations.

Supporting Active Travel and Environmental Quality
Where tram routes follow corridors such as the proposed Roseburn Path, SEStran supports the principle of incorporating high-quality, segregated facilities for walking, wheeling, and cycling alongside tram infrastructure wherever feasible. SEStran encourages further consideration of integrated design solutions to maintain and enhance active travel provision and access throughout implementation of the tram scheme (Section 7 Delivering Safe Active Travel).

Delivering Wider Regional Benefits
SEStran supports mass transit solutions that lay foundations for future links to neighbouring authorities, including potential extensions to Midlothian and East Lothian as promoted in the RTS Strategic Spatial Strategy (Section 5). Tram expansion should act as a catalyst for regional economic development and sustainable growth, again we are currently working with regional partners to collaboratively explore these opportunities.

Finally, SEStran recommends the City of Edinburgh Council ensures tram network expansion is fully aligned with regional transport ambitions, delivering measurable benefits in carbon reduction, accessibility, and integrated mobility across South East Scotland. SEStran will continue to work in partnership with the City of Edinburgh to support option evaluation, stakeholder engagement, and strategic delivery to maximise long-term value for communities throughout the region.

Scotland's Fourth Land Use Strategy Consultation

Scottish Government
Riaghaltas na h-Alba

Respondent Information Form

Please Note this form **must** be completed and returned with your response.

To find out how we handle your personal data, please see our privacy policy:
https://www.gov.scot/privacy/

Are you responding as an individual or an organisation?

☐ Individual

√ Organisation

Full name or organisation's name

South East Scotland Transport Partnership (SEStran)

Phone number

0131 524 5150

Address

Area 3D (Bridge),
Victoria Quay,
Edinburgh

Postcode

EH6 6QQ

Email Address

reception@sestran.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

√ Publish response with name

☐ Publish response only (without name)

☐ Do not publish response

Information for organisations:
The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.
If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

√ Yes

☐ No

Questionnaire

Question 1
Do you find Map Figure 1 to be a helpful representation of current land cover?

√   Yes

☐   No

Question 2
How can we most effectively represent housing and renewable energy alongside current land cover maps?

It would be best to do this in a way that aligns with other Scottish Government policy data on these topics.

Question 3
What sort of information about current land use would you find useful? (and how would you use it?)

.

This map should be linked to population distribution and existing heatmaps showing e.g. availability of public transport, and other indicators of transport poverty.
The SEStran Regional Transport Strategy (sestran.gov.uk/sestran-2035-regional-transport-strategy/) highlights the need to link transport and housing improvements. The regional corridors on p42 highlight the opportunities for transport which could be layered with key housing sites.

Question 4
Do you agree that these are the key areas that need to be delivered by Scotland's land ?

☐   Yes

√   No

Question 5

Are there any important land uses that you feel are missing or underrepresented in this list?

It is not entirely clear what 'residential and industrial construction' means in this context. In general, it is not clear how figures quoted read across to, e.g., figures in NPF4, or current economic strategy.

Transport is key to any Land Use Strategy. The National Planning Framework 4 and National Transport Strategy 2 both highlgiht the need for planning to integrate sustainable transport into new developments - particularly in the early planning stages.

Question 6

How do you think data and mapping can evolve to better support our understanding of future land use and national ambitions—including the impacts, benefits, opportunities and trade-offs of change?

Government wide there should be a properly integrated data strategy incorporating national and where appropriate regional information, including transport data on e.g. transport poverty, access to employment. Transport Scotland is actioning this but there should be a clear linkage between datasets in land use planning, transport planning and land use strategy as well as other data such as economics.

Question 7

What tools, data, or approaches would help improve this understanding over time?

See answer to previous question. We would recommend speaking with the Edinburgh and South East Scotland Workforce Mobility Project to understand how mobility data can aid planning.

Question 8

Do you think the description provided captures what is meant by 'integrated landscapes'?

☐ Yes

√ No

Question 9
Do you agree that integrated landscapes are the most effective approach to addressing Scotland's land use ambitions ?

☐ Yes

√ No

Please give reasons for your answer.

It is not clear that integrated landscapes are the most effective approach. It is not clear how the Strategy applies to urban, peri-urban or suburban areas. Perhaps a better description of this Strategy would be 'Rural Land Use Strategy.'

Question 10
Have we identified the right factors influencing land use integration?

☐ Yes

√ No

Question 11
Which of these factors do you feel are the most influential?

The factors appear to be solely or mainly related to agricultural use. It would be useful to have other actions mentioned e.g. tourism.

Question 12

Are there any important factors we have missed?

Transport. Without factoring in the means by which people and freight travel to and from 'integrated landscapes,' it is not clear to what extent the Strategy will work in practice.

Question 13
Would the inclusion of case studies help to illustrate the practical delivery of integrated land use?

√   Yes

☐   No

Question 14
Would the inclusion of information on ecosystem services and opportunities for increased benefits help to illustrate the wider value of integrated landscapes?

√   Yes

☐   No

Question 15
Do you agree that the role of LUS4 should be to influence policy makers and regulators in order to create an enabling environment that incentivises and/or supports land managers, communities and partnerships to further integrate land use/management?

☐   Yes

√   No

Question 16
Are there other ways in which LUS4 could support alignment and integration?

LUS4 should feed into and complement the rest of the Scottish Government policy landscape.

Question 17

Do you agree with the proposed approach to developing a new vision and integrated set of objectives for the Land Use Strategy?

☐ Yes

☐ No

Question 18
Which approach would you prefer for LUS4?

☐ Removal of the land use principles

☐ Establishment of a refreshed set of principles (if this is your preference, please tell us what you think they should cover and how you envision their application)

No view except to stress transport issues should be front and centre of the principles.

Question 19
To what extent do you agree that the draft indicators provide a strong basis for measuring progress toward improved outcomes under the Nature and Climate theme?

☐ Strongly Agree

☐ Agree

☐ Disagree

☐ Strongly Disagree

√ Unsure

If you selected "Disagree" or "Unsure", please tell us why

There needs to be a set of SMART indicators which are measurable over the 5 year life of the Strategy. What progress against the last set of indicators was made in terms of LUS3? What can be learned from that experience?

Question 20

Are you aware of other data sources that could be used to monitor progress towards these outcomes?

√ Yes

☐ No

If yes, please highlight them

Datasets from NPF4 and NTS2 are both relevant. At a regional level, workforce mobility data and the data underpinning the RTS would also be of use.

Question 21

To what extent do you agree that the draft indicators provide a strong basis for measuring progress toward improved outcomes under the Jobs, Skills and Economy theme ?

Strongly Agree

☐ Agree

☐ Disagree

☐ Strongly Disagree

√ Unsure

If you selected "Disagree" or "Unsure", please tell us why.

> There is no recognition of transport issues.

Question 22

Are you aware of other data sources that could be used to monitor progress towards these outcomes ?

√ Yes

☐ No

If yes, please highlight them

> See answer to Q20.

Question 23

To what extent do you agree that the draft indicators provide a strong basis for measuring progress toward improved outcomes under the Community, Places, People and Equity theme ?

☐ Agree

√ Disagree

☐ Strongly Disagree

☐ Unsure

If you selected "Disagree" or "Unsure", please tell us why.

There seems to be no recognition of transport issues or linkages with other relevant policy areas.

Question 24
Are you aware of other data sources that could be used to monitor progress towards these outcomes ?

√ Yes

☐ No

If yes, please highlight them

See Q20.

Question 25
Are you aware of any ways in which the proposed vision and objectives need to consider the different experiences, both positive and negative, current or future, of the following groups?

- island communities
- young people, (children, pupils, and young adults up to the age of 26)
- those with protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation); and/or
- groups or areas at socio-economic disadvantage (such as income, low wealth or area deprivation)?

Transport poverty and access to employment should be factored in.

Question 26
Are you aware of any potential costs and burdens that you think may arise as a result of the vision and objectives within this consultation? If so please give details?

No view.

Below are links to some documents which may be of help:

NPF4 - National Planning Framework 4 - gov.scot
NTS2 - National Transport Strategy 2 | Transport Scotland
STPR2 - Strategic Transport Projects Review 2 | Transport Scotland
SEStran's RTS - sestran.gov.uk/sestran-2035-regional-transport-strategy/
Edinburgh and South East Scotland Workforce Mobility Project - Workforce Mobility —
The Edinburgh and South East Scotland City Region Deal

<u>**Risk Register**</u>

1.	**INTRODUCTION**

1.1 The purpose of this report is to provide the Partnership with its quarterly update on SEStran's corporate risk register.

2.1 This report was considered by the Performance and Audit Committee at its meeting on the 21 November 2025.

2.	**BACKGROUND**

2.1 The Performance and Audit Committee, at its meeting in November 2021 approved the <u>SEStran Risk Management Framework Policy</u> This policy supports the management of the overall risk process within the organisation, including its governance arrangements.

2.3 The latest version of the risk register can be found at **Appendix 1** of this report.

3.	**KEY NET RISKS**

3.1 This report focuses on the 3 main current strategic risks, based on the total risk scores shown in the strategic risk register, which is included as an appendix to the report. These risks have not changed since the report to the P&A Committee meeting on 6 June 2025.

3.2 <u>R001 1.1 Transport Governance</u>

3.2.1 Transport governance sets out the roles and responsibilities of Transport Scotland, the seven Regional Transport Partnerships (RTPs), 32 local authorities, and other key partners in shaping how transport is managed across Scotland.

3.2.2 RTPs and COSLA have been pushing for a review of transport governance in the belief that the principle of subsidiarity would result in better transport outcomes. Given that transport is a key enabler for economic growth and land use planning, the benefits of such a review are likely to be significant.

3.2.3 A number of previous reviews of transport governance in Scotland have recommended that Transport Scotland should devolve a number of responsibilities to RTPs and local authorities (organisations with a better understanding of regional and local needs). These organisations, with their in-depth knowledge of local transport issues, are often better able to set priorities and deliver projects effectively in their own areas.

3.2.4   However, none of the recommendations of these previous reviews have been taken forward.

3.2.5   Recently there has been a major push to increase regional delivery of public services by building on the success of the regional growth deals such as the Edinburgh and South East Scotland City Region Deal. These discussions reinforce the recommendations of the 2019 review of Transport Governance undertaken by Transport Scotland and Jacob's.

3.2.6   For SEStran, a review of governance presents both risks and opportunities. On one hand, the recent transfer of People and Place responsibilities highlights Transport Scotland's commitment to a regional approach and shows its trust in Regional Transport Partnerships. The RTPs have been using this momentum to work closely with Transport Scotland and identify further areas where they can add value. However, it is also possible that a review may result in the influence of RTPs being reduced, and this may limit their ability to advance regional transport priorities effectively.

3.2.7   At its meeting on 26 September 2025, the Partnership Board requested a paper providing a more detailed explanation transport governance and the various potential outcomes of a review. It had been intended to submit the paper to this meeting of the Performance and Audit Committee for scrutiny ahead of the Partnership Board meeting on 5 December 2025.

3.2.8   During November 2025, discussions with Transport Scotland have established that a new Directorate within Transport Scotland will lead a fresh review of regional governance. The Directorate will be formally launched in late November 2025, and it is likely to be some time before the review is commenced. Given that this is a rapidly developing picture, a decision has been taken not to submit the report to the P&A Committee as planned. This will to provide Officers additional time to gather further information prior to submitting the report to the Board.

3.2.9   A verbal update will be provided at the meeting, with time for discussion.

3.3   Funding

3.3.1   After remaining unchanged for over ten years, Transport Scotland's annual grant was cut by 5% in 2024/25 due to government budget reductions. This lower funding continues in 2025/26, with further cuts possible.

3.3.2   SEStran and the broader RTP community continue to work with Transport Scotland to highlight the value of a regional approach and the broader impact it could deliver with increased funding. This is further explored in paragraph 3.2.

3.3.3   Council requisitions have declined by 10% over the past decade and, response, Transport Scotland has encouraged RTPs to seek increases. Discussions have been held between SEStran and its partner authorities with a view to seeking an increase in requisitions for 2026/27, but these have been postponed for the time being.

3.3.4   Ad hoc project funding, usually from Transport Scotland, has historically accounted for up to 50% of SEStran's total income. However, since the advent of the People and Place programme in 2024/25, this source of income has become very scarce.

3.3.5   European Union funding ceased entirely in 2023/24 following the UK's exit from the EU. However, UK organisations remain eligible to bid for Horizon Europe funding. SEStran continues to actively collaborate with UK and EU partners to explore these opportunities.

3.3.6   The net effect of all of the above is an increasingly uncertain future for delivery of the Regional Transport Strategy, although the emerging SEStransit project may address much of this uncertainty if the business case is accepted by Transport Scotland at the end of the current financial year.

3.2.7   Future funding risks are presented in more detail in the Indicative Financial Plan for future years that has been presented to this meeting of the P&A Committee.

3.4   <u>Cyber Security</u>

3.4.1   SEStran continues to face significant cyber threats that could compromise sensitive information and disrupt essential services.

3.4.2   To protect against these threats, SEStran's IT service provider manages all aspects of IT support and cyber security. This includes:
- Installing and maintaining up-to-date security systems to block attacks.
- Providing regular training for staff to help them recognise and avoid common scams, such as suspicious emails, text messages, and phone calls.
- Carrying out an annual Cyber Essentials Plus audit to ensure high standards are met, with full accreditation maintained.
- Receiving daily updates on new threats and weekly checks for vulnerabilities from national cyber security agencies.
- Arranging monthly in-person meetings with IT experts to review and improve security measures.

3.4.3   These measures benefit SEStran and its stakeholders by:
- **Protecting Sensitive Data:** Robust cyber security safeguards personal and organisational information, reducing the risk of data breaches that could harm individuals or the organisation's reputation
- **Ensuring Service Continuity:** By preventing and responding quickly to cyber threats, SEStran can maintain reliable services for the public and partner organisations
- **Building Trust:** Demonstrating strong cyber security practices reassures stakeholders—including staff, partner councils, and the public—that SEStran takes its responsibilities seriously
- **Meeting Legal and Regulatory Standards:** Regular audits and compliance with national standards help SEStran meet its legal obligations and avoid penalties
- **Supporting Staff Confidence:** Ongoing training and support empower staff to act as the first line of defence, making the whole organisation more resilient

4.   RISK APPETITE – FINANCIAL SCORING

4.1   The Risk Register shown at Appendix 1 includes tabs detailing the approach to Risk Appetite and Risk Appetite Target Scores.

4.2   The Target Scores show the range of Risk Scores (i.e. Low, Medium and High) that SEStran is prepared to accept for each group of risks (e.g. Financial, Reputational, Operational).

4.3   This way of grouping risks may result in the appetite for certain risks being misrepresented.

4.4   It is felt that, given the statutory imperative to achieve a balanced budget, the appetite for the specific Financial risk relating to a significant budgetary overspend (R002) should be 'low' rather than the 'low to medium' for the wider group of Financial risks,

4.5   It is also felt that, given the increasing prevalence of, and damage caused by, cyber attacks, the appetite relating to Cyber Security should be 'low' rather than 'low to medium' as per the target score for System and Technology.

4.6   It is therefore suggested that the Risk Appetite Target Scores tab be amended to show the risks outlined in 4.4 and 4.5 separately, with the targets for each set to 'low'

5   CHANGES TO RISK REGISTER

5.1   A number of updates have been made to the Risk Register, and these are highlighted in red on the Register itself.

5.2   Primary among these are that responsibility for resolution of 'Financial' risks has been changed from Partnership Director to Treasurer, although the Finance and operational teams will continue to work closely together to mitigate all risks.

5.3   The working relationship between SEStran and the Edinburgh and South East Scotland City Region is such that R002 can be closed because R001 now captures any risks arising from reorganisation of any form.

6.   RECOMMENDATIONS

6.1   The Partnership is asked to note the contents of the report.

Angela Chambers
Business Manager

Appendix 1: SEStran Risk Register

Policy Implications	Policies have been reviewed and updated.

Financial Implications	As highlighted in the register.
Equalities Implications	None
Climate Change Implications	None

APPENDIX 1

Risk Number	Risk Category	Risk Detail	Gross Risk Assessment				Planned Response/Mitigation	Net Risk Assessment				Risk After Mitigation	Date and Owner	Risk Appetite		Action Required
			Probability	Impact	Risk Score			Probability	Impact	Risk Score						
R001 1.1	Strategic	**Regional Governance** Transport Scotland review of regional transport governance arrangements could result in changes to functions of RTPs. This could present either a risk or an opportunity to SEStran.	4 Probable	4 Major	16 High		The joint RTPs have submitted a refreshed Develop to Deliver report to TS and COSLA in 2024. TS currently are looking for resource to restart the review of regional governance. Discussions being held with TS on review of regional governance. Response to consultation on Regional Economic Partnerships provides another opportunity to shape debate on RTP roles going forward. Continue to input as SEStran as well as through Joint RTPs A new Directorate within TS has been created and an officer has been appointed to lead the transport governance review.	4 Probable	4 Major	16 High		**High** **Treat**	Review at end of March 2026 Partnership Director	Low (green)	Med (yellow)	⬇
RO01 1.2	Strategic	**Pandemic / Epidemic:** Interruption of normal service/inability to deliver functions. Financial impact of crisis on sources of funding.	3 Possible	4 Major	12 Medium		Adhere to Government restrictions, rules or guidance. Regular communication with Transport Scotland and consituent councils officials to guide any operational changes. Ensure that all staff are trained on the Business Continuity Plan, and that it is reviewed regularly. Maintain current functions that can be delivered within working guidance. Working from home arrangements now tried, tested and effective.	3 Possible	3 Moderate	9 Medium		**Medium** **Tolerate**	Review at end of March 2026 Partnership Director	Low (green)	Med (yellow)	↔
RO01 1.3	Strategic	**Political/Govt Change** There is a risk that a change in government could lead to changes to RTPs/Regional Governance	3 Possible	4 Major	12 Medium		Continued engagement with all political parties and agencies. Partnership Director is currently hosting meetings with MSP Transport Spokesperson from each scottish political party. A SEStran Manifesto will launched at the SEStran Summit on 4 December and will be followed by a comms campaign to target MSPs.	3 Possible	3 Moderate	9 Medium		**Medium** **Tolerate**	Review at end of March 2026 Partnership Director	Low (green)	Med (yellow)	↔

Update on summit, manifesto, meetings and comms

Risk ID	Category	Risk	L	Likelihood	I	Impact	Score	Rating	Controls / Mitigation	L	Likelihood	I	Impact	Score	Rating	Response	Review	Owner	Current	Target	Trend
	Financial	**Financial:** Significant deviation from budgeted spend	2	Unlikely	3	Moderate	6	Low	The Financial Rules do not permit spending (whether revenue or capital) to exceed available budget. Budget and spend is monitored on a monthly basis by SEStran officers, using financial information provided by CEC through the Partnership's Financial Services Service Level Agreement with CEC and supported by qualified accounting staff of CEC. Action is taken by Partnership officers to develop alternative savings measures, including options for development of contingency arrangements, if required and subject to approval by the Partnership. The Partnership's Financial Rules require reporting of financial performances to the Partnership Board on a quarterly basis. Transport (Scotland) Act 2019 includes section on RTPs carrying reserves.	1	Remote	2	Minor	2	Low	Low / Tolerate	December 2025	Partnership Director	Low	Med	⇔
R002 2.1	Financial	The approved budget for 2025/26 makes provision for a pay award of up to 3%.	5	Highly Probable	3	Moderate	15	High	Prudent planning assumption with ongoing monitoring of public sector pay negotiations. Ongoing monitoring and review of all costs and forecasts during 2025/26. As the 2025/26 pay award of 4% is higher than the 3% budgeted provision, forecasts for 2025/26 have been reviewed to identify measures to mitigate the additional cost of £7,600.	2	Unlikely	3	Moderate	6	Low	Medium / Tolerate	December 2025	Partnership Director	Low	Med	⇔
R002 2.2	Financial	Staff recharges - externally funded projects: The approved budget assumes that £149,000 of staff time can be recharged to Projects. There is a risk this may not be achievable.	3	Possible	3	Moderate	9	Medium	Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure. Other funding sources will continue to be pursued.	3	Possible	3	Moderate	9	Medium	Medium / Tolerate	December 2025	Partnership Director	Low	Med	⇔
R002 2.3	Financial	Inflation: There is a risk that the indicative budget does not adequately cover price inflation and increasing demand for services.	4	Probable	4	Major	16	High	When setting the revenue budget, allowance was made for specific known price inflation. Budgets adjusted in line with current cost forecasts. Ongoing monitoring and review of all costs and forecasts during 2025/26. In preparing estimates for 2026/27 and beyond, the Partnership will review all cost estimates to determine if it will be necessary to make a case to increase council contributions.	3	Possible	3	Moderate	9	Medium	Medium / Tolerate	December 2025	Partnership Director	Low	Med	⇔

ID	Category	Risk	L#	Likelihood	I#	Impact	Score	Rating	Mitigation	L#	Likelihood	I#	Impact	Score	Rating	Response	Review	Low	Med	Trend
R002 2.4	Financial	Delays in payment of external grants results in additional short-term borrowing costs.	3	Possible	3	Moderate	9		SEStran grant claims for projects are submitted in compliance with grant funding requirements to ensure minimal delay in payment. Ongoing monitoring of cash flow is undertaken to manage exposure to additional short-term borrowing costs. Grant submission procedures in place, along with financial planning.	3	Possible	3	Moderate	9	Medium	Medium Tolerate	December 2025 Partnership Director	Low	Med	↔
R002 2.5	Financial	Sources of additional income to the Partnership may become constrained in the current economic climate and/or due to changes in operating arrangements.	4	Probable	4	Major	16	High	Revenue budget for 2025/26 developed to take account of most likely level of external income. Continue to explore alternative funding options Lobby/bid for additional funds	3	Possible	4	Major	12	Medium	Medium Treat	December 2025 Partnership Director	Low	Med	↓
R002 2.6	Financial	Funding reductions: Future reductions in core funding from Scottish Government and/or council requisitions. This could result in difficulty in delivering statutory obligations/duties.	3	Possible	4	Major	12	Medium	The Partnership will continue to source and develop external funding. Manage organisation in accordance with available funding but ability of organisation to deliver RTS objectives will inevitably be dictated by available funding. Engagement/advocating with SG/TS/constituent councils to maintain/increase funding Working with other RTPs to influence SG review of allocation of funding	3	Possible	4	Major	12	Medium	Medium Tolerate	December 2025 Partnership Director	Low	Med	↔
R002 2.7	Financial	The funding position of the staff pension fund could lead to increases in the employers pension contribution	4	Probable	3	Moderate	12	Medium	Following Lothian Pension Fund's Triennial Actuarial Review in 2023, Partnership employer pension fund contribution rates are now confirmed at 26.8% until 31 March 2027. Financial planning assumptions have been updated and included in the revenue budget for 2025/26 and indicative budget for 2026/27 approved by the Partnership Board on 14th March 2025.	4	Probable	3	Moderate	12	Medium	Medium Tolerate	December 2025 Partnership Director	Low	Med	↔

Ref	Category	Risk	L		I		Score	Controls	L		I		Score	Rating / Response	Review Date / Owner			
R002 2.8	Financial	Current staffing levels cannot be maintained due to funding constraints and the Partnership incurs staff release costs	3	Possible	4	Major	12 Medium	The Partnership continues to seek additional sources of funding for activities aligned to the Partnership's objectives to supplement resources. Recruitment control measures in place. Additional resources can be managed through consultancy as required. People and Place Programme has increased financial flexibilty.	2	Unlikely	4	Major	8 Medium	Medium / Tolerate	December 2025 Partnership Director	Low	Med	↔
R002 2.9	Financial	**Funding/Grant Awards:** The timing of some funding applications and grant awards do not align with the financial year, resulting in an inability to spend allocated funding within prescribed timescales	4	Probable	3	Moderate	12 Medium	As part of the ongoing business planning process the Partnership will continue to develop and introduce where appropriate a number of suitable on the shelf schemes. All potential schemes will be subject to detailed impact assessments to ensure impacts on the Partnership's core activities are minimised or mitigated. Regular budget monitoring and reports to the Partnership Board.	3	Possible	3	Moderate	9 Medium	Medium / Treat	December 2025 Partnership Director	Low	Med	⬇
R003 3.0	Reputational	**Project Management:** Project incomplete or of poor quality Late Delivery	3	Possible	4	Major	12 Medium	All project progress reported to the Projects Team monthly and the Project and Strategy Delivery Oversight Subgroup quarterly. Minutes of PaSDOS and the full project report are also taken to P&A Committee quarterly for additional oversight. Management action taken as required.	2	Unlikely	3	Moderate	6 Low	Low / Tolerate	Review at end March 2026 Programme Manager	Low	Med	↔

Ref	Category	Risk		Likelihood		Impact		Score	Rating	Controls / Mitigation		Likelihood		Impact		Score	Rating	Response	Review / Owner			Trend
R003 3.1	Reputational	**Reputation:** Regard by the public and stakeholders. Negative or inaccurate media coverage leading to misrepresentation of SEStran position	3	Possible	3	Moderate	9	Medium	Quick response to negative or inaccurate coverage managed by Communications & Marketing Officer, Proactive profile and reputation management via social media, website and press releases. Partnership staff and Board Members continue to promote and advocate activities via speaking, writing or wider networking Continue to work closely with regional partners Board members regulary updated on SEStran work successes and issues. Agreed approach to media position set out in Standing Orders.	2	Unlikely	3	Moderate	6	Low	**Low** **Tolerate**	Review end of March 2026 Partnership Director	Low	Med	↔
R003 3.2	Reputational	**Project Management:** Potential insolvency of 3rd party supplier	3	Possible	3	Major	9	Medium	Improved supplier viability checks before award, renewal or modification of contracts or grants now in place. Individual risks and mitigations to be developed for any contract or grant over an agreed threshhold. Where appropriate, Government frameworks will be utilised. Full review of procurement procedures is nearing completion by Legal Advisers. Staff training on new procedures to be developed.	2	Unlikely	3	Moderate	6	Low	**Medium** **Treat**	Review at end of March 2026 Partnership Director	Low	Med	⬇
R005 5.0	External	**Third party Service Level Agreements:** Failure or inadequacy of service	2	Unlikely	2	Minor	4	Low	Service Level Agreements in place for Financial Services, HR and Insurance services. Reviewed annually by senior officers. Subject to independent audit scrutiny.	2	Unlikely	2	Minor	4	Low	**Low** **Tolerate**	Review March 2026 Partnership Director	Low	Med	↔

Ref	Category	Risk	L		I		Rating	Mitigation	L		I		Rating	Response	Review/Owner			Trend
R005 5.1	External	**Contract Management:** Failure to manage contracts leads to under performance and failure to obtain best value and delivery from contractual relationship.	3	Possible	4	Major	12 Medium	Conditions of contract reviewed, including Contract Standing Orders. This work will shape a new Procurement Strategy and Manual which is being developed by Anderson Strathern. Ensure contract documentation sound and up to date. Ensure contracts are adequately managed. Business propriety/credit/analytic criteria to be written in to documentation. Contract management process to be included as part of full procurement review.	2	Unlikely	3	Moderate	6 Low	**Low** **Tolerate**	Review at end of March 2026 Partnership Director	Low	Med	↔
R005 5.2	External	**Grants:** Failure to adhere to grant conditions could result in grants being withheld or reclaimed, impacting the SEStran budget	4	Probable	4	Major	16 High	Ensure that grant conditions are understood before application is submitted, that relevant team members are briefed on grant conditions, and that adequate controls are in place to ensure that all steps and approvals are documented. Grant standing orders Also refer to risk 2.9. Successful management of risk 5.2, reduces likelihood of risk 2.9	2	Unlikely	4	Major	8 Medium	**Medium** **Treat**	Review at end of March 2026 Partnership Director	Low	Med	⬇
R006 6.0	Legal and Regulatory	**Statutory Duties:** Failure to adhere to duties described in legislation and related documentation	3	Possible	4	Major	12 Medium	Regular monitoring and programming of statutory duties is undertaken by the Partnership Director, Senior Partnership Manager and Business Manager. Audited by third parties. Officers to carry out a review of compliance with Public Sector Equality Duty. Horizon scanning of consultations which may lead to new statutory responsibilities.	2	Unlikely	4	Major	8 Medium	**Treat**	Review at end March 2026 Partnership Director	Low	Low	↔
R007 7.0	Specific Operational	**People and Place Plan:** Funding changes result in programme not continuing regionally beyond 2026/27	3	Possible	3	Moderate	9 Medium	Engage regularly with Transport Scotland. Ensure outcomes and outputs from the programme delivery are captured to evidence efficacy of regional approach. With the election in early 2026, the impact of this on P&P is unknown and so likelihood of this has been upgraded to possible despite the mitigations.	3	Possible	3	Moderate	9 Medium	**Low** **Tolerate**	March 2026 Programme Manager	Low	Med	↔

Ref	Category	Risk	Likelihood		Impact		Score	Rating	Controls/Mitigation	Likelihood		Impact		Score	Rating	Response	Review/Owner	Current	Target	Direction
R008 8.0	System and Technology	**Digital/IT:** Server failure Comms failure Website breach Resulting in loss of service to business operations	3	Possible	4	Major	12	Medium	Regular review of the Management Plan for Business Continuity. IT/Website maintained under contract. Both proactively managed by third parties. IT hardware/software/licences upgraded at regular intervals. Contracted IT consultants deliver IT services. Website contract includes security updates. Robust Information Security Policy in place with regular monitoring reports. GDPR compliant and Cyber Essentials Plus Accreditation maintained.	1	Remote	4	Major	4	Low	**Low** **Tolerate**	Ongoing Business Manager	Low	Med	↔
R008 8.1	System and Technology	**Cyber Security:** Public sector entities are prime targets for cyberattacks and data breaches, which can compromise sensitive information and disrupt services.	3	Possible	4	Major	12	Medium	Annual Cyber Essentials Plus audit and accreditation awarded. In receipt of daily threats and weekly vulnerability emails from the Scottish/National Cyber Security Centre. Regular Staff training and exercises. Monthly in person visit by IT Consultant/Engineer under contracted services provision.	2	Unlikely	4	Major	8	Medium	**Medium** **Treat**	Review is ongoing Business Manager	Low	Med	↓
R009 9.0	People	**HR:** Non-compliance with emloyment and/or data privacy laws may result in poor repuation as an employer, difficulty in attracting skilled resource and greater probability of litigation and / or financial penalties	3	Possible	3	Moderate	9	Medium	SLA in place until May 2026 with Falkirk Council to provide specialist HR advice as required and is under regular review. Legal advice is provided, when required, through a framework contract, which is in place until August 2027	1	Remote	3	Moderate	3	Low	**Low** **Tolerate**	Review at end March 2026 Partnership Director	Low	Low	↔
R009 9.1	People	Inadequate measures in place to facilitate staff health, safety and well-being during contingency arrangements or future office arrangements.	3	Possible	4	Major	12	Medium	Regular review of appropriate policies. Carry out appropriate assessments of office equipment and working arrangements, following landlords guidance in relation to access to the office. Risk Management Framework approved by P&A Committee. Liaise with HR Adviser, SG facilities team. Hybrid Working Policy implemented to facilitate transition arrangements to normal working arrangements. An ongoing risk remains for future pandemics and future widespread disease or other outbreaks. Measures will be adjusted in accordance with government advice.	2	Unlikely	3	Moderate	6	Low	**Low** **Tolerate**	Review at end March 2026 Partnership Director (Subject to SG advice)	Low	Low	↔

Ref	Category	Risk	Likelihood		Impact		Score	Rating	Controls	Residual Likelihood		Residual Impact		Residual Score	Residual Rating	Response	Review	Current	Target	Direction
R009 9.2	People	Inadequate measures in place to facilitate staff health, safety and well-being during working from home arrangements.	3	Possible	4	Major	12	Medium	Appropriate policies are reviewed and updated. Risk assessments of staff personal home working arrangements have been completed and will be subject to regular review. Risk Management Framework approved by P&A Committee. Business Continuity Plan reviewed. Liaise with HR Adviser. Review transition arrangements to normal working arrangements at appropriate time. Hybrid Working Policy implemented and working well. An ongoing risk remains for future pandemics and future widespread disease or other outbreaks. Measures will be adjusted in accordance with government advice and legislation.	2	Unlikely	3	Moderate	6	Low	Low Tolerate	Review at end March 2026 Partnership Director (Subject to SG advice)	Low	Low	↔
R009 9.3	People	Loss of key personnel may lead to inability to deliver strategy, projects and/or operations	3	Possible	3	Moderate	9	Medium	Recruitment Policy in place. Development of existing staff through performance appraisal. Staff training Work programme will be monitored and redistributed as necessary.	3	Possible	2	Minor	6	Low	Low Tolerate	Review at end March 2026 Partnership Director	Low	Low	↔
R009 9.4	People	**Climate Change** Staff are unable to access the office more frequently due to increase in adverse weather events.	3	Possible	3	Moderate	9	Medium	Home working policy in place and procedures for inability to access the office outlined in the SEStran Business Continuity Plan (Jan 2024). Train team in BCP, and review regularly.	3	Possible	2	Minor	6	Low	Low Tolerate	Review at end March 2026 Partnership Director	Low	Low	↔

Risk Number	Risk Detail	Risk Category	Gross Risk Assessment			Planned Response/Mitigation	Net Risk Assessment			Risk After Mitigation/Appetite for Risk	Date and Owner			
			Probability	Impact	Risk Score		Probability	Impact	Risk Score					
	Restricted ability to undertake RTS re-write: Inadequate senior staff resourcing available due to continued absence of Partnership Director	Strategic	4 Probable	3 Moderate	12 Medium	Resolve absence as soon as possible and appoint external resources as required.	2 Unlikely	2 Minor	4 Low	Partnership Director appointed May 2019. Funds identified for RTS re-write	June 2019 CLOSED			
	Accommodation: Occupancy Agreement with SG due for renewal February 2019. SG may not renew and alternative premises required at market rates.	Financial	3 Possible	3 Moderate	9 Medium	A notice period of 12 months must be served by each party under the current occupancy agreement. Occupancy Agreement renewed until February 2022.	3 Possible	3 Moderate	9 Medium		June 2019 CLOSED			
	ECOMM: Agreement to commit to ECOMM on the basis of being cost neutral. Income depends on number of delegates attending conference.	Financial	3 Possible	3 Moderate	9 Medium	SEStran withdrew offer to host ECOMM due to uncertainty over Brexit and subsequent impact on attendance at the conference.	3 Possible	2 Minor	6 Low		June 2019 CLOSED			
	Following the outcome of the EU Referendum, the Partnership is unable to access EU funding.	Financial	5 Highly Probable	3 Moderate	15 High	The Partnership continues to seek alternative funding sources to progress knowledge exchange/transfer.	4 Probable	3 Moderate	12 Medium	Medium Tolerate: Adapt expenditure accordingly Currently involved in 5 EU projects, the completion of which are underwritten by the UK Treasury.	June 2021 CLOSED			
	Governance: Succession Planning Business Continuity	Governance	3 Possible	3 Moderate	9 Medium	Governance Scheme contains adequate provision to deal with senior officer absence. Staff structure and Business Continuity Plan in place. Senior Partnership Manager appointed.	2 Unlikely	2 Minor	4 Low	Low Tolerate	CLOSED Partnership Director			
	Policy Appraisal: Poor Quality Lack of consultation	Strategic	1 Remote	3 Moderate	3 Low	Advised by Government of relevant policy changes and Partnership Director and Officers regularly looking out for further policies and responding accordingly. Consultative forums also enable greater visibility and integration of local policies into regional strategy. Make full use of online consultancy options.	1 Remote	2 Minor	2 Low	Low. Partnership staff also continue to monitor their networks for relevant policy discussions. Draft RTS approved for statutory consultation. Tolerate	CLOSED Partnership Director	Low	Med	⬌
	Regional Transport Strategy: Introduction of new RTS. Delay in approval by ministers. Delayed introduction of the new strategy.	Strategic	3 Possible	2 Minor	6 Low	Regular comms with Transport Scotland at all stages in the development of the RTS.	1 Remote	2 Minor	2 Low	Low Tolerate	28 March 2023 Jim Stewart CLOSED	Low	Med	⬌
	Newly Appointed Board. Risk of lack of continuity and loss of expertise due to high turnover in members for the new term of office.	Governance	3 Possible	3 Moderate	9 Medium	Ensure that full training and support is provided to the new Board in 2022 to enable strategic decisions to be made. A Regular schedule of meetings of the Succession Planning Committee.	2 Unlikely	2 Minor	4 Low	Low Skills audit will identify future training requirements Option to appoint Board Observers to supplement areas of expertise Partnership Director 1:1 meetings with Board Members Tolerate	Ongoing Partnership Director CLOSED	Low	Med	⬌
	Other Funding Sources: Reduced access to EU project funding and lack of replacement funding from UK Government	Financial	5 Highly Probable	3 Moderate	15 High	The Partnership has sought to engage in as many relevant EU projects and funds as it can whilst UK authorities are allowed to access these funds. This should mitigate the short-term impact of any EU Exit negotiated and implemented. The Partnership has a proven track record in securing funding for relevant projects from the UK and other partners. It is anticipated that this will continue. Horizon projects being pursued.	5 Highly Probable	2 Minor	10 Medium	Medium: The risk remains as there is significant uncertainty around the immediate and medium (3-5year) horizon for access to funds. Other funding applications will be made when available. There has been no confirmation from UK Government on participation in EU funded programmes, like Horizon. Advocate for access to UK replacement funds. Explore further ongoing calls for Horizon programme when available. Treat	CLOSED Partnership Director	Low	Med	⬇
	Regional Governance Lack of clarity on role of non statutory REP/ESES City Region Deal groupings	Strategic	4 Probable	3 Possible	12 Medium	A Concordat has been established and is functioning effectively between SEStran and the ESESCRD. This agreement commits both parties to collaborate openly and transparently to support land use planning and economic growth across the region. The benefits of this partnership are already evident, with the regional electric vehicle charging strategy and the RTS Delivery Plan development being two key examples. The Partnership will continue to work with partners and stakeholders at Scottish and UK government levels to promote the benefits of regional partnership delivery. Response to REP consultation (see above) will assist building partnerships at regional level.	2 Unlikely	3 Moderate	6 Medium	Medium Tolerate	CLOSED Partnership Director	Low	Med	

Close 12

Risk Description and Impacts Table

Ref	Type of Risk	Description	Impact
R001	Strategic	Inability to design and / or implement a strategic plan or strategy for SEStran.	Lack of clarity regarding future direction and structure of SEStran impacting quality and alignment of strategic decisions
R002	Financial	Inability to perform financial planning; deliver an annual balanced budget; manage cash flows; and confirm ongoing adequacy of reserves	SEStran is unable to continue to deliver in line with strategic objectives; inability to meet financial targets; adverse external audit opinion; adverse reputational consequences
R003	Reputational	Adverse publicity because of decisions taken and / or inappropriate provision of sensitive strategic, commercial and / or operational information to external parties	Significant adverse impact to SEStran's reputation in the public domain
R004	Governance	Inability of management and members to effectively manage and scrutinise performance, and take appropriate strategic, financial and operational decisions	Poor performance is not identified, and decisions are not aligned with strategic direction
R005	External	Inability to effectively manage SEStran's most significant supplier and partnership relationships	Inability to deliver strategy and major projects within budget and achieve best value
R006	Legal / regulatory	Delivery of services and decisions are not aligned with applicable legal and regulatory requirements	Regulatory censure and penalties; legal claims; financial consequences
R007	Specific Operational	Inability to deliver projects and programmes effectively, on time and within budget	Inability to deliver projects; achieve service improvements; and deliver savings targets
R008	System and technology	Potential failure of cyber defences; network security; application security; and physical security and operational arrangements	Inability to use systems to support services; loss of data and information; regulatory and legislative breaches; and reputational consequences
R009	People	Employees and / or citizens suffer unnecessary injury and / or harm	Legal; financial; and reputational consequences
R010	New Project Income	Inability to attract new projects to fill the funding gap left by diminishing EU projects/Brexit	Inadequate funding streams and lack of innovation.

Risk Impact

Likelihood		Severity			Risk Score	
1	Remote	1	Insignificant		1	
2	Unlikely	2	Minor		2	
3	Possible	3	Moderate		3	
4	Probable	4	Major		4	Low Risk
5	Highly Probable	5	Catastrophic		5	
					6	
					8	
					9	
					10	Medium Risk
					12	
					15	
					16	
					20	High Risk
					25	

At Risk

At Risk
Strategic
Financial
Reputational
System and Technology
Governance
Specific Operational
External
Legal and Regulatory
People
New Project Income

Impact

Descriptor	Score	Health and Safety Impact	Impact on Service and Reputation	Financial Impact
Insignificant	1	No injury or no apparent injury.	No impact on service or reputation. Complaint unlikely, litigation risk remote.	Loss/costs up to £5000.
Minor	2	Minor injury (First Aid on Site)	Slight impact on service and/or reputation. Complaint possible. Litigation possible.	Loss/costs between £5000 and £50,000.
Moderate	3	Reportable injury	Some service distruption. Potential for adverse publicity, avoidable with careful handling. Complaint expected. Litigation probable.	Loss/costs between £50,000 and £500,000
Major	4	Major injury (reportable) or permanent incapacity	Service disrupted. Adverse publicity not avoidable (local media). Complaint expected. Litigation expected.	Loss/costs between £500,000 and £5,000,000.
Catastrophic	5	Death	Service interrupted for significant time. Adverse publicity not avoidable (national media interest.) Major litigation expected. Resignation of senior management/directors.	Theft/loss over £5,000,000

Likelihood

Descriptor	Score	Example
Remote	1	May only occur in exeptional circumstances.
Unlikely	2	Expected to occur in a few circumstances.
Possible	3	Expected to occur in some circumstances.
Probable	4	Expected to occur in many circumstances.
Highly Probable	5	Expected to occur frequently and in most circumstances.

Impact

Impact					
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable

<u>Risk Appetite</u>

Risk Rating	Net Risk Assessment	Risk Appetite Response
High	15-25	Unacceptable level of risk exposure which requires action to be taken urgently.
Medium	7-14	Acceptable level of risk but one which requires action and active monitoring to ensure risk exposure is reduced
Low	1-6	Acceptable level of risk based on the operation of normal controls. In some cases, it may be acceptable for no mitigating action to be taken.

<u>Risk Response</u>

There are four categories of risk response:

Terminate: risk avoidance – where the proposed activity is outwith the current risk appetite level;

Treat: risk reduction – where proactive action is taken to reduce the likelihood or impact of an event occurring or limiting the consequences should it occur

Transfer: risk transfer – where the liability for the consequences is transferred to an external organisation in full or part (e.g. insurance cover)

Tolerate: where certain risks are accepted

Risk Appetite Target Scores

Risk Description	From	To	Commentary
Strategic	Low	Medium	SEStran has a low to medium appetite in relation to its strategic risks and aims to ensure effective delivery of its commitments in line with agreed timescales. Strategic delivery is monitored through ongoing reporting processes and governance processes.
Financial	Low	Medium	SEStran has a low to medium appetite in relation to financial risk and may be prepared to accept some risk, subject to: · setting and achieving an annual balanced revenue budget, in line with legislative requirements · maintaining an unallocated general reserve fund, in line with legislative requirements Financial risk is set out in SEStran's Governance Scheme.
Reputational	Low	Medium	SEStran is prepared to tolerate a low to medium level of occasional isolated reputational damage. Media response protocols are set out in the Governance Scheme.
System and Technology	Low	Medium	SEStran has a low to medium appetite in relation to system and technology risk. The risk appetite will vary depending on the nature, significance and criticality of systems used, and the services they support. Risks are managed through ongoing use of inbuilt technology, security controls, encryption, data loss prevention, firewalls and vulnerability scanning, plus a range of security protocols and procedures. SEStran has achieved Cyber Essentials Plus accreditation.
Governance	Low	Low	SEStran has a low appetite in relation to governance and decision making. The partnership's governance arrangements are detailed in the Governance Scheme. No officer or member may knowingly take or recommend decisions or actions which breach legislation.
Specific Operational	Low	Medium	SEStran has a low to medium appetite in relation to specific operational risks. The Partnership Director and Management Team are expected to design, implement and maintain appropriate programme, project management and governance controls to manage these risks.
External (Suppliers/contractors/partnerships)	Low	Medium	SEStran has a low to medium appetite in relation to external risks. The appetite will vary depending on the criticality of the service or third-party support. SEStran has an established procurement process, supported by the Contract Standing Orders and use of Public Contract Scotland frameworks.
Legal and Regulatory	Low	Low	SEStran aims to fully comply with all applicable regulatory and legislative requirements. No officer or member may knowingly take or recommend decisions or actions which breach the law.
People	Low	Low	SEStran recognises that accidents can occur because of unknown and/or unplanned events and has an appetite to fully comply with all relevant health and safety requirements to minimise any health and safety risks that could potentially result in loss of life or injury.
New Project Income	Medium	High	SEStran has a medium to high appetite in relation to attracting new projects to enable innovation and attract new funding streams. SEStran has an established procurement process, supported by the Contract Standing Orders and use of Public Contract Scotland frameworks. Financial risk is set out in SEStran's Governance Scheme.

PROJECTS AND STRATEGY PERFORMANCE REPORT

1   INTRODUCTION

1.1   This report updates the Board on the performance of the Partnership's strategy and project workstreams in Quarter 2 of 2025/26.

2   PROJECTS AND STRATEGY Q1 REPORT

2.1   Appendix 1 gives a breakdown of progress of each project within Q2, including against budget and milestones. The risk register and issues log is subject to a separate report on this agenda.

2.2   Generally, projects are on timeframe. 3 projects currently have minor delays, and 1 project has a major delay. 25% of milestones are currently complete and 7% are delayed, with the remainder on track. A milestone calendar has been included as Appendix 2.

2.3   Some key project and strategy updates over the quarter include:

2.3.1   A procurement exercise was undertaken to support the delivery of a Case for Change as part of our Transport to Health project. Urban Foresight has been appointed and will be leading on the delivery of a public and stakeholder consultation in Q3 with the aim of addressing the research gaps previously identified in the Literature Review.

2.3.2   Preparations for the *SEStran at 20* event continue to progress – the date and venue are now set, and invites have been sent out. The agenda has been confirmed and includes the launch of our regional bus strategy, presentations on current work and the history of SEStran.

2.3.3   SEStran is part of a successful funding bid to the Transport Scotland ZE HDV Skills Challenge Fund 2025-26 - project called SCOT-ZED: Supporting Careers and Opportunity in Transport – for Zero Emission Diversity in the ZE HDV Sector. SEStran will be working with partners Glasgow University and University of West of England to deliver this by March 2026.

2.3.4   The public consultation for the Regional Bus Strategy was completed having received over 5000 responses. The consultants have commenced the preparation of a report on the responses, including analysis of the 1600 open text responses received

2.3.5   City of Edinburgh Council successfully bid for Bus Infrastructure Funding, meaning that SEStran and the Edinburgh and South East Scotland City Region Deal can progress the mass transit theme of the RTS Delivery Plan, to develop *Project SEStransit.* Local authority partners, Transport Scotland and Network Rail gathered in Edinburgh to discuss the scope and structure of the work stream, as well as to consider maximising pre-existing work like local development plans

2.4   **People and Place**

2.4.1   The key project progress under the 5 themes (plus access to cycles and the community grant fund) has been as follows:

2.4.2   As part of our **access to cycles** programme, cycle storage schemes across most LAs have begun procurement and delivery for workplaces, residential and school sites. Fife Council have identified 20 community centres for install of bike repair stations and scooter parking. The Clackmannanshire Council Staff e-bike fleet continues to be promoted internally and has enabled a travelled distance of 450km since July 2025 (replacing vehicle miles with sustainable journeys). The Cycle Access Fund run by Cycling UK is continuing to support repair and recycling organisations across the region, with 50% of this funding now allocated. The Bike Station Wee Bike Library loaned out 110 bikes to kids and 12 loans of cargo bikes. Transition St Andrews have loaned out 90 bikes to students since the term started.

2.4.3   With **schools and young people**, The Bike Station in Edinburgh delivered 27 Learn to Ride sessions in schools (128 attendees), 12 adult cycling sessions, 18 Maintenance sessions (58 attendances), and 12 Dr Bike events with 90 bikes checked. In East Lothian Walk to school week reached over 90% of primary school pupils. Clackmannanshire Council installed 5 active travel zone maps at primary schools with launch events and engagement as part of this. The FEL Schools Officer working in partnership with Linlithgow Community Development Trust are delivering curriculum-linked initiatives, active travel roadshows, buggy walks, and community engagement. Sustrans' I Bike delivery was continued in Edinburgh, West Lothian, East Lothian and Scottish Borders. Ongoing engagement activities have been delivered, including 180 young people receiving bike servicing in Edinburgh, 200 pupils taking part in scooter sessions in West Lothian. WOW continues to be delivered across a number of LAs in the region. 70,067 active trips have been recorded across the region since the start of term. Scottish Cycling have been delivering cycling sessions in Dunfermline with 60 young people attending.

2.4.4   Under the **workplaces** theme, the Bio-Quarter project has delivered monthly Dr Bike sessions, nature walks, a travel plan and car sharing review and 1-2-2 cycle training. Travel Know How is progressing work with 3 NHS boards. Work is about to start on engaging with staff and students at Fife College. Greener Kirkcaldy continue their e-bike loans with NHS Fife at Victoria Hospital. Loans continue to be popular and the loan term will now be extended to 3 months.

2.4.5   **Accessibility and inclusion** consists of a range of projects, which includes work in East Lothian, Fife, and SBC continuing with the street audits that were begun in 2024/25. Progress has been made on scheduling and delivery of works, with dropped kerbs work commencing in Musselburgh in East Lothian and tactile paving at a school in Fife. SBC are continuing audits in two towns to develop a pipeline of delivery. Midlothian have started production of materials for their new active travel mascot and have a community event planned for October. Midlothian are also planning a community step count challenge focussed on new housing

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developments. FEL Scotland continue their referral project with NHS Rheumatology clinicians, smart turbo trainers and bikes have been added to increase the accessibility of the project. CEC have commenced their social prescribing project with three targeted presentations and two focus groups. Clackmannanshire supported a Cycling awareness day in Alloa town centre with a range of partners. Fife Council Bums off seats campaign held 48 led walks with 600 people attending. SBC have launched a new behaviour change campaign Ridonkulous in Hawick. The campaign is seeking to encourage walking, wheeling or cycling for short everyday trips.

2.4.6　Work around **capacity and capability building** has included the planning of three more local shared learning and networking events to take place in early October and bring together LAs, delivery partners and community groups. The Falkirk Behaviour Change Strategy has been reviewed and work is ongoing to finalise it. Work has commenced in West Lothian to develop their behaviour change strategy. The Programme Evaluation report for 2024/25 has been published and shared with all partners. Following the recommendations form this report, we have developed tailored M&E guidance to allow funded organisations to follow a more structured and standardised monitoring approach. We have also started a quarterly newsletter to support knowledge sharing and highlight projects. There are plans to trial a Local Authority joint meeting in Q3/4 to facilitate partnership working and knowledge sharing.

2.4.7　On **sustainable transport** projects, the Clackmannanshire Eye Health Transport Scheme initiative with Clackmannanshire Council and NHS Forth Valley has launched. Initially a one day per week bus service to Falkirk Community Hospital from Clackmannanshire, for patients who cannot access this service using public transport. Locations for the CoMoUK pop up mobility hub have been agreed, the hub was in place in Granton in Edinburgh as a test case for a permanent hub. It has now been moved to Hawick and will then move to Haddington. In East Lothian, a contract has been awarded for a new pool car/ car club project. Cars will be located in 4 East Lothian towns. Also in East Lothian, three sites for journey hubs have plans in place to deliver wayfinding totems and they have also been assessed with plans to bring them up to CoMoUK accreditation standards.

2.4.8　The 15 funded **community projects** are delivering a range of activities across the region, with a good mix of support for walking and cycling initiatives. Walk It in the Scottish Borders continues to deliver across 4 locations and is looking at potential options for expanding to new locations. The eBikes for Borderers project in Melrose has started working with a local bike recycling organisation for support with hires, servicing and repairs. Parents for Future Scotland has 10 schools actively engaged in Edinburgh and have collected detailed insights into family travel habits and perceptions from 124 parents. Getting there together in north Edinburgh are running led walks, Dr bikes and cycle training with 60 bikes serviced and 43 attendees on led walks.

2.5　The processing of Q2 grant claims is underway, currently we are anticipating a slightly lower value compared to the forecasted total claim for this quarter.

3　COMMUNICATIONS AND MARKETING UPDATE

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3.1   Communications and marketing achievements include:
- Monthly newsletters and blog posts produced and distributed
- Regular posts on LinkedIn, leading to increased engagement and followers.
- Successful promotion of our bus strategy consultation across all channels, including paid Meta which helped contribute to over 5,000 responses.
- Our Thistle Assistance digital awareness campaign was highly commended in Campaign of the Year category at the National Transport Awards. There were 11 entries shortlisted and we effectively came second.
- Three factsheets produced on our work: People and Place, Transport to Health and RTPI screens
- Continuing our SEStran at 20 work, including procuring a creative agency to work on a digital version of the SEStran vision.
- Publishing our 2024/25 Annual Report.

4   OTHER AREAS OF WORK

4.1   Monthly attendance at Winchburgh Station Steering Group and South of Scotland EV Steering group. Attended the Falkirk and Fife Community Planning partnerships.

4.2   Responded to the following consultations:
- Scottish Borders Council: Draft Active Travel Strategy Consultation 2025
- Public Health Scotland's Strategy
- Public Transport Ticketing Block Exemption
- Scottish Government Draft Environment Strategy Consultation
- Draft Climate Change Plan Scrutiny 2025
- Scotland's Fourth Land Use Strategy
- Midlothian's Draft Local Transport Strategy

5   RECOMMENDATIONS

5.1   The Board is asked to note the contents of this report

Michael Melton
Programme Manager
5th December 2025

Appendix 1: 2025/26 Q2 Projects and Strategy Report
Appendix 2: Current Milestone Calendar

Policy Implications	Outlined project work contributes to the objectives identified within the SEStran Regional Transport Strategy.
Financial Implications	All project work is delivered within confirmed budgets.
Equalities Implications	There are no adverse equalities implications arising from SEStran projects. Several projects actively work to reduce inequalities.

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Climate Change Implications	There are no negative climate change implications arising from SEStran projects. Several projects actively work to tackle climate change through the creation of, or support for more sustainable transport options.

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Budget	Income	Expenditure	SEStran Spend
Original Budget	£70,500.00	£534,500.00	£464,000.00
Current Budget	£33,500.00	£504,094.62	£470,594.62
Current Actual	£0.00	£41,806.07	
Current Remaining	£33,500.00	£462,288.55	
Predicted Future Spend	£33,500.00	£451,696.82	
Predicted total spend	£33,500.00	£493,502.89	£460,002.89
Predicted Variance	£0.00	£10,591.73	£10,591.73

	Count	Current Exp Budget	% Exp Budget
Major Delay	1	£51,500	10.2%
Minor Delay	3	£121,385	24.1%
On Target	10	£331,210	65.7%
Underspend >£5k	0	£0	0.0%
Underspend <£5k	0	£0	0.0%
On Budget	13	£461,270	91.5%
Overspend <£5k	1	£42,825	8.5%
Overspend >£5k	0	£0	0.0%
Total	**14**	**£504,095**	

Projects Programme and Financial Summary										
Project	Finance Status	Change Since Last Quarter	Programme Status	Change Since Last Quarter	Current Inc Budget	Current Inc Prediction	Current Inc Variance	Current Exp Budget	Current Exp Prediction	Current Exp Variance
Multi Modal Interchanges	On Budget		Major Delay		£0	£0	£0	£51,500	£51,500	£0
Freight Strategy Delivery	On Budget		On Target		£0	£0	£0	£50,000	£50,000	£0
Regional Cycle Network	On Budget		Minor Delay		£0	£0	£0	£0	£0	£0
RTPI & Ticketing	On Budget		On Target		£9,500	£9,500	£0	£19,500	£19,500	£0
Regional Bus Strategy	On Budget		Minor Delay		£0	£0	£0	£66,385	£61,577	£4,807
RTS Delivery Plan	On Budget		Minor Delay		£0	£0	£0	£55,000	£55,001	-£1
SEStran at Twenty	On Budget		On Target		£0	£0	£0	£40,385	£34,600	£5,785
Rail Strategy	On Budget		On Target		£0	£0	£0	£13,500	£13,500	£0
Data Strategy	On Budget		On Target		£0	£0	£0	£50,000	£50,000	£0
Thistle Assistance	Overspend <£5k		On Target		£24,000	£24,000	£0	£42,825	£42,825	£0
Transport to Health Strategy	On Budget		On Target		£0	£0	£0	£60,000	£60,000	£0
Regional Bike Share	On Budget		On Target		£0	£0	£0	£25,000	£25,000	£0
Sustainable Travel Awareness	On Budget		On Target		£0	£0	£0	£10,000	£10,000	£0
Project Consultancy Support	On Budget		On Target		£0	£0	£0	£20,000	£20,000	£0
Total					**£33,500**	**£33,500**	**£0**	**£504,095**	**£493,503**	**£10,592**

Project Name	Multi Modal Interchanges
Current Exp Budget	£51,500
Project Code	
SEStran Lead	Rachael Murphy
SEStran Manager	Keith Fisken
Project Partners	All 8 Local Authorities
Lead Partner	SEStran
Last Updated	31/07/2025

Finance Status

On Budget

Programme Status

Major Delay

Budget	Income	Expenditure	SEStran Spend
Original Budget	£35,000.00	£100,000.00	£65,000.00
Current Budget	£0.00	£51,500.00	£51,500.00
Current Actual	£0.00	£0.00	
Current Remaining	£0.00	£51,500.00	
Predicted Future Spend	£0.00	£51,500.00	
Predicted total spend	£0.00	£51,500.00	£51,500.00
Predicted Variance	£0.00	£0.00	£0.00

Milestone Status	Count	Percentage
On Track	4	57%
Delayed	0	0%
Overdue	2	29%
Complete	1	14%

Source of Any Income: n/a

Project Summary

Working in line with the Regional Bus Strategy, and strategies developed in 2020, this study will develop recommendations for hub sites in the SEStran region. This will be further developed in Q3 based on the outcomes of the bus strategy and once we have located counters to collect data at key sites.

RTS Actions	Project Objectives	Project Outcomes
•Deliver the eight pilot multi-modal mobility hubs as defined in the SEStran Mobility Hub study	Deliver improved integration Understand local demands for multi-modal hubs and the most appropriate solutions Work with partners to ensure best practice	Refreshed interchange strategy Understanding of the current landscape Awareness of local authority interchange work

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Complete procurement to appoint consultant	27/08/25			Overdue	
Review authorities' preferred sites from RTSDP or LDPs	27/06/25		27/06/25	Complete	31/07/25
Assess Bus Strategy outcomes and feed these into Interchange Study	30/09/25			Overdue	
Meet with partners to understand other mobility hub work and how it interacts with the regional picture	19/12/25			On Track	
Update board on consultants' findings	19/12/25			On Track	
Map out regional progress and next steps for 26/28	31/03/26			On Track	
Review hub opportunities available via PPP funding	31/03/26			On Track	

Q1 Project Progress and RAG status update

The project has been stalled by being included in the Bus Infrastructure Funding bid, taken forward by CEC on behalf of the bus alliance.
Nonetheless, we have completed the brief, so it's ready to go as soon as we know the quantum of funding available. All future milestones may need to be adjusted once the funding position is clearer. Happily, we will most likely receive the public consultation of the bus strategy before much more progress is achieved, and that should help us understand public priorities.

Q1 Objectives & RTS Actions Progress

Q2 Project Progress and RAG status update

As Project SEStransit progresses, we are looking at project overlap. As part of this, the interchange work will be incorporated into the wider SEStranit project which is being financially managed by City of Edinburgh Council as part of BIF. Any gaps remaining can be addressed in 26/27 which will ensure there is no delivery overlap. The funding allocated to this project, £65k, could reallocated in several ways:
Option 1: Shift money into 2526 Stantec work
Option 2: Earmark money for SEStran's portion of 2627 RTSDP work
Option 3: Earmark money for RBS 2627 work
Option 4: Spend differently in 2526

Q2 Objectives & RTS Actions Progress

Q3 Project Progress and RAG status update

Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update

Q4 Objectives & RTS Actions Progress

Project Name	Freight Strategy Delivery
Current Exp Budget	£50,000
Project Code	
SEStran Lead	Keith Fisken
SEStran Manager	Keith Fisken
Project Partners	Falkirk, CEC, Fife, MoD, Forth Ports
Lead Partner	SEStran
Last Updated	01/08/2025

Finance Status

On Budget

Programme Status

On Target

Budget	Income	Expenditure	SEStran Spend
Original Budget	£0.00	£50,000.00	£50,000.00
Current Budget	£0.00	£50,000.00	£50,000.00
Current Actual	£0.00	£0.00	
Current Remaining	£0.00	£50,000.00	
Predicted Future Spend	£0.00	£50,000.00	
Predicted total spend	£0.00	£50,000.00	£50,000.00
Predicted Variance	£0.00	£0.00	£0.00

Milestone Status	Count	Percentage
On Track	5	63%
Delayed	0	0%
Overdue	1	13%
Complete	2	25%

Source of Any Income: n/a

Project Summary

By continuing our work on freight, we will build local authority capacity and knowledge.

We expect our role to become more one of support and promotion, but will stay responsive to opportunities as they arise.

RTS Actions	Project Objectives	Project Outcomes
Work with partners to identify, through the further development of the SEStran Freight Strategy, locations where gauge clearances should be increased to enable new and enhanced rail freight services to operate in the region	Improved local authority awareness and capability - Freight included in LDPs & LTS	Updated regional freight strategy
	Freight strategy refresh	Inform Forth Green Free Port transport plan - supporting Alloa to Rosyth corridor
Further develop proposals for new rail freight services, including a potential multi-user freight train running from Grangemouth		Business case development for test projects
Explore innovative approaches to movement of freight, tram, passenger trains, drones etc.		

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Strategy planning and research: review current strategy	30/06/25		29/06/25	Complete	01/08/25
Review Logistics and freight forum - explore how it can be more effective	30/06/25		29/06/25	Complete	01/08/25
Strategy development (draft) - objectives and goals Stakeholder engagement	30/09/25			Overdue	
Create timeline and route-map	31/12/25			On Track	
Test pilots identified	31/12/25			On Track	
Funding exploration	31/03/26			On Track	
Develop business cases where appropriate	31/03/26			On Track	
Finalise strategy and publish	31/03/26			On Track	

Q1 Project Progress and RAG status update	Q1 Objectives & RTS Actions Progress
Review of pre-existing work and outline plan for future work drafted Funding bids entered and results awaited Freight appearing as ket theme of RTSDP work, so planning of freight specific workshop underway Met with Green Freeport infrastructure group & MoD to discuss potentail transport options	

Q2 Project Progress and RAG status update	Q2 Objectives & RTS Actions Progress
Funding bid to the Transport Scotland ZE HDV Skills Challenge Fund 2025-26 was succesful - project called SCOT-ZED: Supporting Careers and Opportunity in Transport – for Zero Emission Diversity in the ZE HDV Sector. SEStran will be working with partners Glasgow University and University of West of England to deliver this by March 2026. Presented Project SEStransit to Green Free port Infrastucture Sub committee - group will explore how to develop plan for GFP to integrate freight	

Q3 Project Progress and RAG status update	Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update	Q4 Objectives & RTS Actions Progress

Project Name	Regional Cycle Network
Current Exp Budget	£0
Project Code	92082
SEStran Lead	Beth Harley-Jepson
SEStran Manager	Michael Melton
Project Partners	All 8 Local Authorities
Lead Partner	SEStran
Last Updated	05/08/2025

Finance Status
On Budget
Programme Status
Minor Delay

Budget	Income	Expenditure	SEStran Spend
Original Budget	£0.00	£0.00	£0.00
Current Budget	£0.00	£0.00	£0.00
Current Actual	£0.00	£0.00	
Current Remaining	£0.00	£0.00	
Predicted Future Spend	£0.00	£0.00	
Predicted total spend	£0.00	£0.00	£0.00
Predicted Variance	£0.00	£0.00	£0.00

Milestone Status	Count	Percentage
On Track	3	50%
Delayed	2	33%
Overdue	0	0%
Complete	1	17%

Source of Any Income: n/a

Project Summary

Mapping of the regional cycle network to provide and single source of information on existing infrastructure and future plans. The project will involve the collation of data form Local Authorities and help identify gaps in the current and proposed network and support Local Authorities to work collaboratively on connecting cross boundary routes. This will not involve the design/delivery of infrastructure projects.

RTS Actions	Project Objectives	Project Outcomes
• Progress the delivery of the SEStran Strategic Network and broader cross boundary networks with partners. Develop further phases of this network to ensure a long-term pipeline of investment • Review destinations served by the active travel network to identify gaps and locations where cross-boundary schemes may be required to ensure an integrated, high quality network exists	• Develop a uniform approach to mapping cycling infrastructure across the region • Create a shared mapping resource that can be accessed by all Local Authorities • Work with Local Authorities to identify opportunities to support cross boundary connections • Create a story map to highlight the extent of the existing network	• Creation of a baseline map of the existing cycle network • Identify gaps in current mapping data • Support the development of a unified approach to mapping cycle infrastructure • Mapping resource for current and future cycle network across the region

Q1 Project Progress and RAG status update	Q1 Objectives & RTS Actions Progress
Held meeting with CEC to discuss development of a Regional Cycle Network and developing a consistent approach to mapping of infrastructure.	Identified a preferred uniform approach to mapping infrastructure that aligns with Sustrans approach.

Q2 Project Progress and RAG status update	Q2 Objectives & RTS Actions Progress
Propose to take to the RTSDP grouping to secure senior buy-in to the approach. Met with Fife Council active travel and networks to agree approach. Engaged with Ewan Doyle about discussing as part of mass transit work. Met with Marked and scheduled meeting with Hitrans to explore potential of tool/data gathering to support this work.	

Q3 Project Progress and RAG status update	Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update	Q4 Objectives & RTS Actions Progress

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Complete review of data gathered in 24/25 as part of P&P	31/05/25		28/07/25	Complete	05/08/25
Meet with each LA to refine scope of works	30/06/25	28/11/25		Delayed	05/08/25
Complete data collection	31/08/25	28/11/25		Delayed	05/08/25
Complete regional network map	02/01/26			On Track	
Share outcomes with LAs and agree next steps	28/02/26			On Track	
Complete public facing version of map	31/03/26			On Track	

Project Name	RTPI & Ticketing
Current Exp Budget	£19,500
Project Code	92019
SEStran Lead	Rebecca Smith
SEStran Manager	Keith Fisken
Project Partners	7 Local Authorities plus Stirling Council (not inc ELC)
Lead Partner	SEStran
Last Updated	16/09/2025

Finance Status
On Budget

Programme Status
On Target

Budget	Income	Expenditure	SEStran Spend
Original Budget	£11,500.00	£21,500.00	£10,000.00
Current Budget	£9,500.00	£19,500.00	£10,000.00
Current Actual	£0.00	£0.00	
Current Remaining	£9,500.00	£19,500.00	
Predicted Future Spend	£9,500.00	£19,500.00	
Predicted total spend	£9,500.00	£19,500.00	£10,000.00
Predicted Variance	£0.00	£0.00	£0.00

Milestone Status	Count	Percentage
On Track	4	67%
Delayed	1	17%
Overdue	0	0%
Complete	1	17%

Source of Any Income: Scotrail and Local Authorities

Project Summary

SEStran currently work on two projects supporting real time passenger information available across the region:
1. Purchase and maintenance of around 160 indoor RTPI PCs and screens placed in public buildings (hospitals, Council buildings etc.)
2. A framework which enables LAs to purchase and maintain RTPI screens for the regional bus network as well as using the Novus FX system to update information timetables and services

RTS Actions	Project Objectives	Project Outcomes
• Introduce Real Time Passenger Information for public transport services through mobile applications, stations and stops and across all parts of the region Deliver integrated ticketing systems, potentially incorporating far capping, which can be used across all modes of public transport and operators, taking into account the digital provision differences in urban and rural areas	• To increase the real time public transport information available across the region To improve the quality of information available via RTPI and app platforms across the region To champion for ticketing options which supports accessible multi-mode journeys	• More screens being online for users of the public transport network Information being trusted by the public as reliable and up-to-date Encourage smart ticketing to be trialled and improved across the region Link with other RTPs/ LAs to increase economies of scale for RTPI infrastructure and customer support

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Contact all organisations with screens offline	30/09/25		16/09/2025	Complete	16/06/2025
Complete 25/26 audit review of screens	31/03/26			On Track	16/06/2025
RTPI SEStran Area Meetings with supplier (Quarterly)	31/03/26			On Track	16/06/2025
Complete asset tagging of screens	31/08/25	31/10/25		Delayed	16/09/2025
Decide regional software procurement route	30/09/2025			On Track	16/09/2025
Carry out procurement process for software	30/02/2026			On Track	16/09/2025

Q1 Project Progress and RAG status update

Asset register tagging progress - EL screens tagged and issues raised with provider Journeo - on track
Meeting with Journeo to monitor SLA and screen issues
Added new requested locations for indoor screens to list (from RM's Transport to Health work)

Q1 Objectives & RTS Actions Progress

3 screens back online to provide RTPI information in various public sector buildings - screens online now at 56%

Q2 Project Progress and RAG status update

Meetings with new locations - charity sector and NHS sites. Potential for digital widget to be set up to provide PT information without the PC and screen infrastructure.
70% of locations now have site asset tagged, tags sent to the organisation, or have been flagged as inaccessible.

Q2 Objectives & RTS Actions Progress

Increasing engagement with new and existing locations has allowed us to raise the profile of the work.

Discussions around creating information 'widgets' which can be installed into the organisation's own equipment offers the opportunity to provide high quality information without the infrastructure. The widget is being developed by the provider and will be tested in Q3.

Q3 Project Progress and RAG status update

Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update

Q4 Objectives & RTS Actions Progress

Project Name	Regional Bus Strategy
Current Exp Budget	£66,385
Project Code	92087
SEStran Lead	Rachael Murphy
SEStran Manager	Keith Fisken
Project Partners	All 8 Local Authorities
Lead Partner	SEStran
Last Updated	05/08/2025

Finance Status

On Budget

Programme Status

Minor Delay

Budget	Income	Expenditure	SEStran Spend
Original Budget	£0.00	£71,000.00	£71,000.00
Current Budget	£0.00	£66,384.62	£66,384.62
Current Actual	£0.00	£5,727.22	
Current Remaining	£0.00	£60,657.40	
Predicted Future Spend	£0.00	£55,850.00	
Predicted total spend	£0.00	£61,577.22	£61,577.22
Predicted Variance	£0.00	£4,807.40	£4,807.40

Milestone Status	Count	Percentage
On Track	0	0%
Delayed	1	25%
Overdue	0	0%
Complete	3	75%

Source of Any Income: n/a

Project Summary

The RTS sees the bus network at the heart of the region's public transport system, building alongside the National Transport Strategy (NTS2).
Almost half (47%) of residents across the South East of Scotland used a bus service at least once a month in 2019 and patronage is building back. At SEStran's June Partnership Board Meeting, the Towards a World Class Bus Service paper begun the process of shaping a Regional Bus Strategy for the South East of Scotland.

RTS Actions	Project Objectives	Project Outcomes
• Undertake a Regional Bus Connectivity study for non-Edinburgh travel to identify settlement pairs where travel demand is high and bus services are poor, as a means to promoting new routes and connectivity (in partnership with other policies) •Undertake a Regional Bus Priority study which will identify regional, cross-boundary, quality bus corridors and key bus priority interventions to reduce bus journey times and improve bus journey time reliability where Edinburgh is likely to be a focus •Deliver the bus priority interventions funded by Transport Scotland's Bus Partnership Fund and subsequently identified by the Regional Bus Priority study •Review the bus powers detailed in the Transport (Scotland) Act 2019 and identify if they could be implemented across all or parts of the region within an integrated strategy to enhance the bus network	To continue strategic progress from 24/25 To engage partners/ public in bus opportunities To build consensus around the best path forward	Worked up options, based on case for change and review of policies. Work Package 3: Appraisal of Delivery Options Work Package 4: Consultation on the Draft Strategy Work Package 5: Finalise Strategy

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Completion of Work Package 3 (Appraisal of Delivery Options)	27/06/25		12/05/25	Complete	05/08/25
Completion of Work Package 4 (Public Consultation Questions on the Draft Strategy)	27/06/25		18/07/25	Complete	05/08/25
Public consultation closes	25/08/25		25/08/25	Complete	09/09/25
Publication of final strategy	30/09/25	04/12/25		Delayed	05/08/25

Q1 Project Progress and RAG status update	Q1 Objectives & RTS Actions Progress
Whilst progress and engagement have been strong, members of the board, including the chair, have suggested that pushing the completion date of the strategy out would allow more review time after the public consultation. As such, milestones have been adjusted.	SEStran staff reviewed the draft policies which had been considered by the board/ working group from Integrated Mobility Forum/ operators and local authorities. The policies had been ranked against their reception with these audiences, as well as their deliverability. A shorter list of questions is being compiled to form the public consultation.

Q2 Project Progress and RAG status update	Q2 Objectives & RTS Actions Progress
The public consultation has been published and is receiving significant attention. 5000 plus responses	The consultation is underway with specific comms for each LA in hope of regional equity Reception has been enthused and should provide a strong basis from which to launch the strategy.

Q3 Project Progress and RAG status update	Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update	Q4 Objectives & RTS Actions Progress

Project Name	RTS Delivery Plan
Current Exp Budget	£55,000
Project Code	92042
SEStran Lead	Rachael Murphy
SEStran Manager	Keith Fisken
Project Partners	All 8 Local Authorities
Lead Partner	SEStran
Last Updated	05/08/2025

Finance Status

On Budget

Programme Status

Minor Delay

Budget	Income	Expenditure	SEStran Spend
Original Budget	£0.00	£55,000.00	£55,000.00
Current Budget	£0.00	£55,000.00	£55,000.00
Current Actual	£0.00	£8,379.67	
Current Remaining	£0.00	£46,620.33	
Predicted Future Spend	£0.00	£46,621.00	
Predicted total spend	£0.00	£55,000.67	£55,000.67
Predicted Variance	£0.00	-£0.67	-£0.67

Milestone Status	Count	Percentage
On Track	7	78%
Delayed	0	0%
Overdue	1	11%
Complete	1	11%

Source of Any Income: n/a

Project Summary

Building on the ESESCRD and SEStran Concordat, this delivery plan will highlight projects Local Authorities want to develop that exemplify the themes and objectives of the RTS. By identifying these opportunities, we can make best use of CRD and SEStran efforts and actively pursue funding for these.

RTS Actions	Project Objectives	Project Outcomes
Partner councils work with SEStran through the statutory planning processes to implement RTS policies with regards to major developments	Identifies strategically important infrastructure and integration projects Identify priority projects to be delivered in the next 10 years. Identify priority projects to be developed further. Monitoring & Evaluation Plan Maintenance of an up-to-date matrix of projects in the region	Up to date and useful tool with local authorities project proposals GIS mapping to view projects on boundaries and their potential link-ups PowerBI tool, to quickly assess projects against chosen criteria like RTS or RPF them

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Complete assessment projects that were not included in STPR2	30/08/25			Overdue	05/08/25
Complete first draft consultancy scope	31/03/25		07/01/25	Complete	05/08/25
Determine procurement route	30/06/25	31/08/25		Late	05/08/25
Complete review of Matrix Analysis and sense check outputs	30/11/25			On Track	05/08/25
Complete assessments and recommend appropriate development route for each projects	31/03/26			On Track	05/08/25
Complete assessment of the cost of project development and provide overall estimate	31/03/26			On Track	05/08/25
Finalise Monitoring & Evaluation Criteria	31/03/26			On Track	05/08/25
Finalise Funding Strategy	31/03/26			On Track	05/08/25
Finalise delivery programme	31/03/26			On Track	05/08/25
Steering Group Gateway Review	31/03/26			On Track	05/08/25

Q1 Project Progress and RAG status update	Q1 Objectives & RTS Actions Progress
Progress on the delivery plan has been stalled whilst SEStran and City Region Deal seek clarity on the STPR2 Delivery Plan commitments as any changes to the priorities identified in STPR2 will need to be assessed and priorities through the RTS Delivery Plan matrix before the project can move to the next stage.	Progress on the delivery plan has been stalled whilst SEStran and City Region Deal seek clarity on the STPR2 Delivery Plan commitments as any changes to the priorities identified in STPR2 will need to be assessed and priorities through the RTS Delivery Plan matrix before the project can move to the next stage.

Q2 Project Progress and RAG status update	Q2 Objectives & RTS Actions Progress
Successful BIF funding has progressed MT theme to develop Project SEStransit Data theme progressing with our work with Arup. Freight progressing via strategy work Decarb unprogressed RCN progressing AT theme Interchanges options need to be agreed	

Q3 Project Progress and RAG status update	Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update	Q4 Objectives & RTS Actions Progress

Project Name	SEStran at Twenty
Current Exp Budget	£40,385
Project Code	
SEStran Lead	Rachael Murphy
SEStran Manager	Keith Fisken
Project Partners	LAs, TS,
Lead Partner	SEStran
Last Updated	05/08/2025

Finance Status

On Budget

Programme Status

On Target

Budget	Income	Expenditure	SEStran Spend
Original Budget	£0.00	£40,000.00	£40,000.00
Current Budget	£0.00	£40,385.00	£40,385.00
Current Actual	£0.00	£5,400.00	
Current Remaining	£0.00	£34,985.00	
Predicted Future Spend	£0.00	£29,200.00	
Predicted total spend	£0.00	£34,600.00	£34,600.00
Predicted Variance	£0.00	£5,785.00	£5,785.00

Milestone Status	Count	Percentage
On Track	5	50%
Delayed	0	0%
Overdue	0	0%
Complete	5	50%

Source of Any Income: n/a

Project Summary

Having been founded in 2005, RTPs have existed for two decades, an anniversary that should be celebrated.

We plan to celebrate this milestone with events and a re-publication of the RTS vision.

RTS Actions	Project Objectives	Project Outcomes
N/A	To celebrate the milestone of our RTS To engage stakeholders and make new connections Display the vision that guides our RTS in a more engaging way	Event series, perhaps linked to board meetings Final, major event Rich picture version of RTS vision

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Three factsheets on specific topics.	31/03/26			On Track	13/10/25
Publish 2024/25 Annual Report.	27/06/25		22/07/25	Complete	05/08/25
Complete vision brief	30/08/25		30/08/25	Complete	05/08/25
Send the Save the Date to key invitees	27/06/25	13/08/25	13/08/25	Complete	05/08/25
Procure designers for vision work	30/08/25		30/08/25	Complete	05/08/25
Book event space for celebration	27/06/25		01/08/25	Complete	05/08/25
Produce manifesto	28/11/25			On Track	13/10/25
Set event agenda	31/10/25			On Track	13/10/25
Send event invites	31/10/25			On Track	13/10/25
Vision and associated collateral complete	07/11/25			On Track	13/10/25

Q1 Project Progress and RAG status update

We have produced three newsletters, blog posts, factsheets.
The annual report is nearly complete
A provisional date has been sent for a celebration event (Dec 4 2025)
Chair have been updated on suggested agenda
SEStran at 20 Teams backgrounds created

Q1 Objectives & RTS Actions Progress

Q2 Project Progress and RAG status update

TBP brought on
Cab sec agreeing to speak
Manifesto development diaried in - first draft complete
Vision work procured and progressing
Event booked and invites sent out. Agenda almost finalised.

Q2 Objectives & RTS Actions Progress

Q3 Project Progress and RAG status update

Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update

Q4 Objectives & RTS Actions Progress

Project Name	Rail Strategy
Current Exp Budget	£13,500
Project Code	92047
SEStran Lead	Keith Fisken
SEStran Manager	Keith Fisken
Project Partners	tbc
Lead Partner	tbc
Last Updated	05/08/2025

Finance Status

On Budget

Programme Status

On Target

Budget	Income	Expenditure	SEStran Spend
Original Budget	£0.00	£0.00	£0.00
Current Budget	£0.00	£13,500.00	£13,500.00
Current Actual	£0.00	£0.00	
Current Remaining	£0.00	£13,500.00	
Predicted Future Spend	£0.00	£13,500.00	
Predicted total spend	£0.00	£13,500.00	£13,500.00
Predicted Variance	£0.00	£0.00	£0.00

Milestone Status	Count	Percentage
On Track	3	50%
Delayed	0	0%
Overdue	1	17%
Complete	2	33%

Source of Any Income: n/a

Project Summary

The rail network (comprising 'conventional' heavy rail and light rail/tram) plays a key role linking up the region, as well as providing connectivity to external locations. The region has benefitted from the construction of the Borders Railway which opened in September 2015., Levenmouth rail line and Reston & East Liston stations in 2024.

RTS Actions	Project Objectives	Project Outcomes
Work with Transport Scotland and Network Rail to deliver new rail infrastructure in the region, where appraisal and business case development has demonstrated its merits Opportunities should be explored with partners to introduce new services, including more direct links across the region, national boundaries and cross-city connections	Improved strategic engagement with key stakeholders	Regional agreement on approach to rail List of supported fundable projects Improved integration with other modes Long term - new infrastructure?

Q1 Project Progress and RAG status update

Review of RTS rail chapters completed with rail operators/ NR
Conversations underway with NR about better data sharing

Q1 Objectives & RTS Actions Progress

Q2 Project Progress and RAG status update

Regional Rail Group met in September
Winchburgh Steering group meet - business case being finalised for submission to TS & ESESCRD
Newburgh rail apprasail with TS for review

Q2 Objectives & RTS Actions Progress

Q3 Project Progress and RAG status update

Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update

Q4 Objectives & RTS Actions Progress

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Deliver 1st meeting of the Regional rail group	30/06/25	30/08/25	01/09/25	Complete	05/08/25
Strategy planning and research	30/06/25		06/07/25	Complete	05/08/25
Deliver 2nd meeting of Regional Rail Group	30/09/25			Overdue	
Strategy development (draft) - objectives and goals Stakeholder engagement	31/12/25			On Track	
Deliver 3rd meeting of Regioanl Rail Group	31/12/25			On Track	
Deliver 4th meeting of Regioanl Rail Group	31/03/26			On Track	

Project Name	Data Paper
Current Exp Budget	£50,000
Project Code	
SEStran Lead	Rachael Murphy
SEStran Manager	Keith Fisken
Project Partners	WFM
Lead Partner	SEStran
Last Updated	30/09/2025

Finance Status
On Budget

Programme Status
On Target

Budget	Income	Expenditure	SEStran Spend
Original Budget	£0.00	£50,000.00	£50,000.00
Current Budget	£0.00	£50,000.00	£50,000.00
Current Actual	£0.00	£0.00	
Current Remaining	£0.00	£50,000.00	
Predicted Future Spend	£0.00	£50,000.00	
Predicted total spend	£0.00	£50,000.00	£50,000.00
Predicted Variance	£0.00	£0.00	£0.00

Milestone Status	Count	Percentage
On Track	2	22%
Delayed	2	22%
Overdue	0	0%
Complete	5	56%

Source of Any Income: n/a

Project Summary
We will build an understanding of how our local authorities, other RTPs, Transport Scotland, and partner organisations like ESESCRD think about mapping and data challenges and opportunities.

RTS Actions	Project Objectives	Project Outcomes
Drawing on the findings of the monitoring reports, revisit the RTS when the post-pandemic picture has stabilised to determine any policy adjustments required to reflect the 'new normal' circumstances	To understand what partner organisations do around mapping and data To build internal skill set on GIS, and associated data/ mapping products To consider what we can learn from open data sources and how it could impact our work.	Discovery Paper on Data and Mapping Inventory of data and mapping resources and capacity within the organisation

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Meet with Transport Scotland to understand their emerging data strategy's methodology	27/06/25		30/04/25	Complete	05/08/25
Compile data and mapping capacity list	27/06/25		30/05/25	Complete	05/08/25
Complete list of questions to form basis of paper	27/06/25		30/05/25	Complete	05/08/25
Meet UrbanTide's to discuss their work in this area	27/06/25		27/06/25	Complete	05/08/25
Complete evaluation of RCN as active project already using mapping	27/06/25		20/06/25	Complete	05/08/25
Undertake audit of local authorities' mapping and data policies	30/09/25	28/11/25		Delayed	05/08/25
Establish data and mapping gaps list	30/09/25	28/11/25		Delayed	05/08/25
Begin discovery plan drafting	19/12/25			On Track	05/08/25
Present recommendations paper to board	31/03/26			On Track	05/08/25

Q1 Project Progress and RAG status update
We are meeting the milestones attached to this project, and are now working in Miro to understand more about what we already have access to/ would need to pay for.

Q1 Objectives & RTS Actions Progress
We have:
- compiled a list of questions to answer
- contacted Transport Scotland about their data strategy
- begun data Miro board for organisation
- met with UT's leads on data
- begun analysis of RCN

Q2 Project Progress and RAG status update
Outline meeting with Arup and proposal shared with us
Comments returned
Waiting for second draft proposal

Q2 Objectives & RTS Actions Progress

Q3 Project Progress and RAG status update

Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update

Q4 Objectives & RTS Actions Progress

Project Name	Thistle Assistance
Current Exp Budget	£42,825
Project Code	92077
SEStran Lead	Sandra Lavergne
SEStran Manager	Michael Melton
Project Partners	All RTPs
Lead Partner	SEStran
Last Updated	30/09/2025

Finance Status

Overspend <£5k

Programme Status

On Target

Budget	Income	Expenditure	SEStran Spend
Original Budget	£24,000.00	£32,000.00	£8,000.00
Current Budget	£24,000.00	£42,825.00	£18,825.00
Current Actual	£0.00	£12,344.03	
Current Remaining	£24,000.00	£30,480.97	
Predicted Future Spend	£24,000.00	£30,480.97	
Predicted total spend	£24,000.00	£42,825.00	£18,825.00
Predicted Variance	£0.00	£0.00	£0.00

Milestone Status	Count	Percentage
On Track	9	45%
Delayed	2	10%
Overdue	0	0%
Complete	9	45%

Source of Any Income: Other RTPs

Project Summary

Thistle Assistance (card and app) is a national scheme that provides support to users that may face additional barriers to access public transport. It eases the communication between users and transport staff to make the experience more accessible and enjoyable.

RTS Actions	Project Objectives	Project Outcomes
Deliver improved public transport information in a variety of formats, supported by appropriate wayfinding infrastructure on the transport network,	Increase distribution of the Thistle Assistance programme Raise awareness of the scheme nationally and locally Increase engagement with transport providers	Improve the journey experience in public transport for people with disabilities and mobility challenges. Improve feeling of safety for people with disability and mobility challenges when taking public transport. Contribute to making public transport seen as more accessible by people with disability and mobility challenges, Thistle Assistance embedded into transport providers' staff induction and training programme.

Q1 Project Progress and RAG status update	Q1 Objectives & RTS Actions Progress
The digital campaign delivered with Republic of Media ran for 6 weeks and was completed at the end of April 2025. The learning will help shape the next campaign, which is aimed to be delivered from September/October for 2 to 3 months, budget dependent. This campaign has been shortlisted as part of the National Transport Awards in the Campaign of the year category. Winners will be announced in October 2025. 5,000 cards / leaflets were ordered from current supplier to meet high demand during promotional campaign. All RTPs have been contacted to share highlights of 24/25. Meeting held with TS on 28/05/2025 to discuss progress to date. Printing and card distribution supplier appointed.	The digital campaign has been extremely successful and has contributed to increasing awareness of the scheme as well as increasing its uptake; it saw a total of 3,376 cards requested (up 2,477%) requested and 1,784 apps downloaded (up 5,147%). The project plan has been revised based on the lessons learned from the campaign and previous initiatives.

Q2 Project Progress and RAG status update	Q2 Objectives & RTS Actions Progress
Minor amendments have been made on the card request form based on Lessons learnt. Further development work is currently being undetaken to collect personal information from card requests and app. This will be finalised by the end of October, after which the next campaign will be taking place (from November). Privacy notice being updated. Procurement exercise started to appoint a media agency for future promotional campaigns. Progress on stakeholder engagement: met with TS and all the RTPs for progress update. Transport operators survey distributed.	Update of the privacy policy and amendment on the types of personal data collected in line with data policies will enable: - distribution of future surveys directed at existing users - collection of additional user data Collection and analysis of this information will lead to a better understanding of the current audience of the scheme (and potential gaps, as well as use and impact of the scheme in the overall passenger experience. Transport operators survey will provide a more robust baseline on current awareness and engagement with the scheme by the operators.

Q3 Project Progress and RAG status update	Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update	Q4 Objectives & RTS Actions Progress

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
App quarterly maintenance Q1	30/06/25		05/05/25	Complete	30/07/25
Printing brief circulated to 3 potential suppliers	01/06/25		08/05/25	Complete	30/07/25
Printing supplier appointed	30/06/25		09/06/25	Complete	30/07/25
Provide key updates to the Board	20/06/25		20/06/25	Complete	30/07/25
POD laying out plans for 25/26 approved and signed off	30/09/25		01/08/25	Complete	01/08/25
First RTP Thistle Assistance meeting	30/09/25		01/09/25	Complete	01/09/25
Update privacy policy prior to any new marketing initiative	30/09/25		30/09/25	Complete	30/09/25
App quarterly maintenance Q2	30/09/25		03/07/25	Complete	30/07/25
Update card request form prior to any new marketing initiative	30/09/25	31/10/25		Delayed	30/09/25
Plan next digital marketing campaign	30/09/25	31/10/25		Delayed	30/09/25
Transport operator survey created and distributed	30/09/25		25/09/25	Complete	25/09/25
App quarterly maintenance Q3	19/12/25			On Track	30/09/25
Results from transport operator survey collected and analysed	19/12/25			On Track	30/09/25
Digital marketing campaign done	19/12/25			On Track	30/09/25
User survey created and distributed	19/12/25			On Track	30/09/25
Procurement exercise started to appoint a printer/distributor on a multi-year contract	19/12/25			On Track	30/09/25
App quarterly maintenance Q4	31/03/26			On Track	30/09/25
User survey analysed	31/03/26			On Track	30/09/25
High level project plan for 26/27 based on all data collected and recommendations	31/03/26			On Track	30/09/25
Procurement exercise finalised with a supplier appointed	31/03/26			On Track	30/09/25

Project Name	Transport to Health Strategy
Current Exp Budget	£60,000
Project Code	92062
SEStran Lead	Rachael Murphy
SEStran Manager	Keith Fisken
Project Partners	NHS Boards
Lead Partner	SEStran
Last Updated	30/09/2025

Finance Status

On Budget

Programme Status

On Target

Budget	Income	Expenditure	SEStran Spend
Original Budget	£0.00	£60,000.00	£60,000.00
Current Budget	£0.00	£60,000.00	£60,000.00
Current Actual	£0.00	£491.15	
Current Remaining	£0.00	£59,508.85	
Predicted Future Spend	£0.00	£59,508.85	
Predicted total spend	£0.00	£60,000.00	£60,000.00
Predicted Variance	£0.00	£0.00	£0.00

Milestone Status	Count	Percentage
On Track	5	38%
Delayed	2	15%
Overdue	0	0%
Complete	6	46%

Source of Any Income: n/a

Project Summary

We started engagement with our region's four Health Boards and established a learning network creating a space for sharing knowledge and experience. Building on this, we've co-hosted an event with Public Health Scotland on Health and Sustainable Transport.
Given the importance of this work, and many complex aspects, we have opted to develop a strategy for the region on Transport to Health.

RTS Actions	Project Objectives	Project Outcomes
Support the delivery of bus services and infrastructure measures which ensure access to healthcare for all	Reduce barriers on access to health services in the region. Continue collaborative work with key stakeholders in the health sector and beyond. Integrate TtH into other areas of work led by SEStran	Gain a better understanding of existing projects / available data in the TtH sector in the region and beyond. Try and assess the overall current spend in TtH and how to maximise impact. Develop a case for change. Maintain regular contacts and engagement with Health Boards and key stakeholders

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Sign off Lit Review	27/06/25		28/04/25	Complete	05/08/25
Sign off Engagement Plan	27/06/25		28/04/25	Complete	05/08/25
1st Draft PID	27/06/25		26/05/25	Complete	05/08/25
1st Draft TOR	27/06/25		26/05/25	Complete	05/08/25
Present docs to HBs	27/06/25		02/06/25	Complete	05/08/25
Work with DES to rerun TtH survey	27/06/25		20/06/25	Complete	05/08/25
Identify other key stakeholders	30/09/25	01/12/25		Delayed	30/09/25
Webinar for equalities/ other stakeholders?	30/09/25	01/12/25		Delayed	30/09/25
Pursue work on Case for Change (how to identify potential solutions?)	19/12/25			On Track	30/09/25
Pursue engagement via Learning network	19/12/25			On Track	30/09/25
Review effectiveness of Learning network and identify potential improvements	19/12/25			On Track	30/09/25
Presentation draft Case for Change at Q4 Board	31/03/26			On Track	30/09/25
Identify key actions for 26/27	31/03/26			On Track	30/09/25

Q1 Project Progress and RAG status update

We are progressing well against delivery of the strategy. Challenges remain around Health Board capacity to engage with the work. As such, we are going in person to meet each Board over the summer months to review the PID and TOR documents with them and understand any challenges specific to their georgraphies or partners.

Q1 Objectives & RTS Actions Progress

Engagement Plan and Literature Review completed and published.
We have produced a first draft of our PID and TOR documents for internal review
These have been shared with the Health Boards for their comment.
We have presented the Literature Review to our Shared Learning Network and our Board, taking note of suggested structure for future Strategy production.
TS have included it in their reporting on the NTS2.

Q2 Project Progress and RAG status update

Meetings held with Borders, Lothian, Fife.
Further meeting required for Fife and FV.
Positive feedback from Fife.
Further data collected by DES in August 2025 on disable people's experiences to access healthcare services; data can be compared to an initial survey distributed in 2019.
C4C tender exercise finalised with Urban Foresight appointed. Public and stakeholder engagement will be taking place in Q3.

Q2 Objectives & RTS Actions Progress

The C4C will focus on addressing partially or fully the identified research gaps from the Literature Review.

Q3 Project Progress and RAG status update

Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update

Q4 Objectives & RTS Actions Progress

Project Name	Regional Bike Share
Current Exp Budget	£25,000
Project Code	92076
SEStran Lead	Beth Harley-Jepson
SEStran Manager	Michael Melton
Project Partners	Local cycling organisations
Lead Partner	SEStran
Last Updated	05/08/2025

Finance Status

On Budget

Programme Status

On Target

Budget	Income	Expenditure	SEStran Spend
Original Budget	£0.00	£25,000.00	£25,000.00
Current Budget	£0.00	£25,000.00	£25,000.00
Current Actual	£0.00	£2,488.00	
Current Remaining	£0.00	£22,512.00	
Predicted Future Spend	£0.00	£22,512.00	
Predicted total spend	£0.00	£25,000.00	£25,000.00
Predicted Variance	£0.00	£0.00	£0.00

Milestone Status	Count	Percentage
On Track	2	50%
Delayed	2	50%
Overdue	0	0%
Complete	0	0%

Source of Any Income: n/a

Project Summary

This project will support access to cycles in the region by promoting opportunities for public bike share, connecting up existing community bike share projects and supporting the delivery of access to cycles projects. This project will continue to provide support to the existing go e-bike project locations where SEStran has assets. This will include support with training, maintenance and networking across the region. The e-bike employer trial will be continued, focusing on NHS sites in tandem with work through TravelKnowHow.

RTS Actions	Project Objectives	Project Outcomes
• Identify locations where implementation of shared mobility solutions could be beneficial and reduce the level of 'forced' car ownership • Expand the provision of bike-sharing initiatives across the region	• Installation of a Brompton cycle hire unit and provision of 8 hire bikes in Haymarket Station or alternative site • Increase awareness and access to e-bikes as an option for commuting to work through three e-bike employer trials • Increase access to e-bikes to the public through supporting training and e-bike loans for community groups • Carry out promotion of existing Brompton lockers at QMU and Sherrifhall P&R	• More people are enabled to choose cycling as a trasnport mode • More people have the opportuniy to trial an e-bike and choose to switch to cycling for more of their journeys

Q1 Project Progress and RAG status update	Q1 Objectives & RTS Actions Progress
Employer trial has started in St Johns hospital for a 4 week period. Future locations are being explored in Midlothian and Edinburgh. We have several times attempted to receive confirmation from Scotrail about placement of a Brompton locker at Haymarket without receiving a response. If reponse not recieved by end of August, will explore whether there are any viable alternative locations.	Continuation of trial at St Johns, engaging 20+ staff members in utilising an e-bike for commuting journeys. Engaged with QMU to organise promotion of Brompton locker to students returning/starting in September. Ongoing support to existing community groups to engage in training.

Q2 Project Progress and RAG status update	Q2 Objectives & RTS Actions Progress
Engaged with Midlothian and East Lothian about potential locations for Brompton locker. E-bikes surplus to requirement moved to LCDT in Linlithgow to support local hires.	

Q3 Project Progress and RAG status update	Q3 Objectives & RTS Actions Progress

Q4 Project Progress and RAG status update	Q4 Objectives & RTS Actions Progress

Milestones

Name	Due Date	Revised Date	Completed Date	Status	Last Updated
Complete three employer e-bike trials at NHS sites	31/03/26			On Track	
Secure confirmation of Brompton locker location	30/06/25	31/08/25		Late	05/08/25
Support training sessions for e-bike groups	31/03/26			On Track	
Collect case studies from e-bike loans	30/09/25	31/03/26		Delayed	
Carry out promotion of existing Brompton lockers	01/09/25	28/11/25		Delayed	

Project	Milestone	Due Date	Status
Data Paper	Meet with Transport Scotland to understand their emerging data strategy's r	27/06/25	Complete
Data Paper	Compile data and mapping capacity list	27/06/25	Complete
Data Paper	Complete list of questions to form basis of paper	27/06/25	Complete
Data Paper	Meet UrbanTide's to discuss their work in this area	27/06/25	Complete
Data Paper	Complete evaluation of RCN as active project already using mapping	27/06/25	Complete
Data Paper	Undertake audit of local authorities' mapping and data policies	30/09/25	On Track
Data Paper	Establish data and mapping gaps list	30/09/25	On Track
Data Paper	Begin discovery plan drafting	19/12/25	On Track
Data Paper	Present recommendations paper to board	31/03/26	On Track
Freight Strategy Delivery	Strategy planning and research: review current strategy	30/06/25	Complete
Freight Strategy Delivery	Review Logistics and freight forum - explore how it can be more effective	30/06/25	Complete
Freight Strategy Delivery	Strategy development (draft) - objectives and goalsStakeholder engagement	30/09/25	On Track
Freight Strategy Delivery	Create timeline and route-map	31/12/25	On Track
Freight Strategy Delivery	Test pilots identified	31/12/25	On Track
Freight Strategy Delivery	Funding exploration	31/03/26	On Track
Freight Strategy Delivery	Develop business cases where appropriate	31/03/26	On Track
Freight Strategy Delivery	Finalise strategy and publish	31/03/26	On Track
Multi Modal Interchanges	Review authorities' preferred sites from RTSDP or LDPs	27/06/25	Complete
Multi Modal Interchanges	Complete procurement to appoint consultant	27/08/25	On Track
Multi Modal Interchanges	Assess Bus Strategy outcomes and feed these into Interchange Study	30/09/25	On Track
Multi Modal Interchanges	Meet with partners to understand other mobility hub work and how it interac	19/12/25	On Track
Multi Modal Interchanges	Update board on consultants' findings	19/12/25	On Track
Multi Modal Interchanges	Map out regional progress and next steps for 26/28	31/03/26	On Track
Multi Modal Interchanges	Review hub opportunities available via PPP funding	31/03/26	On Track
Rail Strategy	Deliver 1st meeting of the Regional rail group	30/06/25	Delayed
Rail Strategy	Strategy planning and research	30/06/25	Complete
Rail Strategy	Deliver 2nd meeting of Regional Rail Group	30/09/25	On Track
Rail Strategy	Strategy development (draft) - objectives and goalsStakeholder engagement	31/12/25	On Track
Rail Strategy	Deliver 3rd meeting of Regioanl Rail Group	31/12/25	On Track
Rail Strategy	Deliver 4th meeting of Regioanl Rail Group	31/03/26	On Track
Regional Bike Share	Secure confirmation of Brompton locker location	30/06/25	Delayed
Regional Bike Share	Secure confirmation of Brompton locker location	30/06/25	Delayed
Regional Bike Share	Carry out promotion of existing Brompton lockers	01/09/25	On Track
Regional Bike Share	Carry out promotion of existing Brompton lockers	01/09/25	On Track
Regional Bike Share	Collect case studies from e-bike loans	30/09/25	On Track
Regional Bike Share	Collect case studies from e-bike loans	30/09/25	On Track
Regional Bike Share	Complete three employer e-bike trials at NHS sites	31/03/26	On Track
Regional Bike Share	Support training sessions for e-bike groups	31/03/26	On Track
Regional Bike Share	Complete three employer e-bike trials at NHS sites	31/03/26	On Track
Regional Bike Share	Support training sessions for e-bike groups	31/03/26	On Track
Regional Bus Strategy	Completion of Work Package 3 (Appraisal of Delivery Options)	27/06/25	Complete
Regional Bus Strategy	Completion of Work Package 4 (Public Consultation Questions on the Draft	27/06/25	Complete
Regional Bus Strategy	Public consultation closes	25/08/25	Delayed
Regional Bus Strategy	Publication of final strategy	30/09/25	Delayed
Regional Cycle Network	Complete review of data gathered in 24/25 as part of P&P	31/05/25	Complete
Regional Cycle Network	Meet with each LA to refine scope of works	30/06/25	Delayed
Regional Cycle Network	Complete data collection	31/08/25	Delayed
Regional Cycle Network	Complete regional network map	02/01/26	On Track
Regional Cycle Network	Share outcomes with LAs and agree next steps	28/02/26	On Track
Regional Cycle Network	Complete public facing version of map	31/03/26	On Track
RTPI & Ticketing	Complete asset tagging of screens	31/08/25	On Track
RTPI & Ticketing	Contact all organisations with screens offline	30/09/25	On Track
RTPI & Ticketing	Complete 25/26 audit review of screens	31/03/26	On Track
RTPI & Ticketing	RTPI SEStran Area Meetings with supplier (Quarterly)	31/03/26	On Track
RTS Delivery Plan	Complete first draft consultancy scope	31/03/25	Complete
RTS Delivery Plan	Determine procurement route	30/06/25	Delayed
RTS Delivery Plan	Complete assessment projects that were not included in STPR2	30/08/25	On Track
RTS Delivery Plan	Complete review of Matrix Analysis and sense check outputs	30/11/25	On Track
RTS Delivery Plan	Complete assessments and recommend appropriate development route for	31/03/26	On Track
RTS Delivery Plan	Complete assessment of the cost of project development and provide overa	31/03/26	On Track
RTS Delivery Plan	Finalise Monitoring & Evaluation Criteria	31/03/26	On Track
RTS Delivery Plan	Finalise Funding Strategy	31/03/26	On Track
RTS Delivery Plan	Finalise delivery programme	31/03/26	On Track
RTS Delivery Plan	Steering Group Gateway Review	31/03/26	On Track
SEStran at Twenty	Publish 2024/25 Annual Report.	27/06/25	Complete
SEStran at Twenty	Send the Save the Date to key invitees	27/06/25	Delayed
SEStran at Twenty	Book event space for celebration	27/06/25	Complete
SEStran at Twenty	Complete vision brief	30/08/25	On Track
SEStran at Twenty	Procure designers for vision work	30/08/25	On Track
SEStran at Twenty	Three factsheets on specific topics.	31/03/26	On Track
Thistle Assistance	Printing brief circulated to 3 potential suppliers	01/06/25	Complete
Thistle Assistance	Provide key updates to the Board	20/06/25	Complete
Thistle Assistance	App quarterly maintenance Q1	30/06/25	Complete
Thistle Assistance	Printing supplier appointed	30/06/25	Complete
Thistle Assistance	POD laying out plans for 25/26 approved and signed off	30/09/25	Complete
Thistle Assistance	First RTP Thistle Assistance meeting	30/09/25	On Track
Thistle Assistance	Update privacy policy prior to any new marketing initiative	30/09/25	Complete
Thistle Assistance	App quarterly maintenance Q2	30/09/25	Complete
Thistle Assistance	Update card request form prior to any new marketing initiative	30/09/25	On Track
Thistle Assistance	Plan next digital marketing campaign	30/09/25	On Track
Thistle Assistance	Transport operator survey created and distributed	30/09/25	On Track
Thistle Assistance	App quarterly maintenance Q3	19/12/25	On Track
Thistle Assistance	Results from transport operator survey collected and analysed	19/12/25	On Track
Thistle Assistance	Digital marketing campaign done	19/12/25	On Track
Thistle Assistance	User survey created and distributed	19/12/25	On Track
Thistle Assistance	Procurement exercise started to appoint a printer/distributor on a multi-year	19/12/25	On Track
Thistle Assistance	App quarterly maintenance Q4	31/03/26	On Track
Thistle Assistance	User survey analysed	31/03/26	On Track
Thistle Assistance	High level project plan for 26/27 based on all data collected and recommen	31/03/26	On Track
Thistle Assistance	Procurement exercise finalised with a supplier appointed	31/03/26	On Track
Transport to Health Strategy	Sign off Lit Review	27/06/25	Complete
Transport to Health Strategy	Sign off Engagement Plan	27/06/25	Complete
Transport to Health Strategy	1st Draft PID	27/06/25	Complete
Transport to Health Strategy	1st Draft TOR	27/06/25	Complete
Transport to Health Strategy	Present docs to HBs	27/06/25	Complete
Transport to Health Strategy	Work with DES to rerun TtH survey	27/06/25	Complete
Transport to Health Strategy	Identify other key stakeholders	30/09/25	On Track
Transport to Health Strategy	Webinar for equalities/ other stakeholders?	30/09/25	On Track
Transport to Health Strategy	Pursue work on Case for Change (how to identify potential solutions?)	19/12/25	On Track
Transport to Health Strategy	Pursue engagement via Learning network	19/12/25	On Track
Transport to Health Strategy	Review effectiveness of Learning network and identify potential improvemen	19/12/25	On Track
Transport to Health Strategy	Review effectiveness of Learning network and identify potential improvemen	19/12/25	On Track
Transport to Health Strategy	Presentation draft Case for Change at Q4 Board	31/03/26	On Track
Transport to Health Strategy	Identify key actions for 26/27	31/03/26	On Track
Transport to Health Strategy	Presentation draft Case for Change at Q4 Board	31/03/26	On Track
Transport to Health Strategy	Identify key actions for 26/27	31/03/26	On Track

Climate Change Reporting

1   INTRODUCTION

1.1   SEStran is required by the Climate Change (Duties of Public Bodies; Reporting Requirements) (Scotland) Order 2015' as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 to report greenhouse gas emissions that result from its organisational activities and services. As per the legislation:

- (1) For each year, a listed body must prepare a report on compliance with its climate change duties

- (2) The listed body must send the report to the Scottish Ministers within a period of 8 months from the end of the report year

SEStran, and all other public bodies, previous reports can be found on the Sustainable Scotland Network's (SSN) Reporting.

1.2   The purpose of this report is to provide members with a summary of SEStran's carbon emissions for 2024/25, explain changes to the previous year, and provide a summary of targets for 2025/26.

2   OVERVIEW OF 2024/25 TARGETS

2.1   SEStran's emissions from the baseline year (2014/15) to 2024/25 are summarised below. A comparison of 2024/25 to the previous year is included in Appendix 2.

Timeline	Year	Emissions (tCO$_2$e)
Baseline Year	2014/15	20.00
Year 1 carbon footprint	2015/16	16.00
Year 2 carbon footprint	2016/17	11.00
Year 3 carbon footprint	2017/18	9.00
Year 4 carbon footprint	2018/19	15.00
Year 5 carbon footprint	2019/20	17.00
Year 6 carbon footprint	2020/21	3.00
Year 7 carbon footprint	2021/22	3.00
Year 8 carbon footprint	2022/23	5.58
Year 9 carbon footprint	2023/24	9.00
Year 10 carbon footprint	2024/25	6.21

2.2   The year saw a 2.79 tCO$_2$e decrease in emissions compared to the previous year. This is due to:

- No domestic flights taken (0.66 tCO$_2$e)

- Fewer short-haul flights (2.11 tCO$_2$e)

- Fewer in-person meetings travelled to by petrol car (0.42 tCO$_2$e)

- Increase of homeworking hours (office equipment + heating) (2.43 tCO$_2$e) due to an error in previous reporting. Figure for 23/24 includes all staff hours where staff are working from home.

- Reduction in car use for staff travel to work (0.70 tCO$_2$e)

In order to change travel patterns and an increased number of staff, this year's reporting has seen:

- Increase in national rail journeys (0.12 tCO$_2$e)
- Increase of homeworking hours (office equipment + heating) (1.04 tCO$_2$e) due to increased number of staff hours

2.3   In the wider report for 2022/23, it was highlighted there was an increasing return to pre-pandemic levels of travel, although a major shift to hybrid working and more online meetings are limiting a full-scale rebound. SEStran has been reviewing in-person and hybrid meetings on a case-by-case basis to ensure journeys are necessary and business needs are met. This was addressed through a formalised 2025/26 Business Transport Hierarchy which provides guidance when choosing method of travel. The 2024/25 data show an increase in sustainable business travel and staff travel to work methods.

3   **TARGETS FOR 2025/26**

3.1   **Climate Change Strategy**

3.1.1   SEStran's top 5 priorities for climate change governance, management and strategy for the year ahead are as follows:

1. Review all relevant policies on an annual basis and create a choice process for staff business travel to support more sustainable journeys being planned.

2. Review performance against carbon targets every 6 months.

3. Promoting the current facilities available on site to enable staff and visitors to travel sustainably to Victoria Quay (cycle parking, changing facilities). Due to the small size of the organisation (13 people), this has a relatively low impact. The topic can be added to staff development conversations to offer more support and/or encouragement to travel to work sustainably (inc. Cycle Friendly Employer Scheme). The recent introduction of Voi hire e-bikes by the /city of Edinburgh Council will also help in this regard. We have seen our staff travel to work emission reduce despite increasing our staff numbers, and we are working to keep this trend in future years.

4. Create a choice process for meetings to ensure travel to meetings is justified (determining whether meetings should be remote, hybrid or in-

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person only). Investigate the feasibility of certain board meetings being online only.

5. Promote ability to reclaim travel expenses to encourage public transport being utilised by staff and board members and reduce the reliance on private vehicles.

3.1.2 It should be noted that there is an increased number of staff in 2025/26, taking the organisation from 11 in 2023/24 to 13 in 2025/26 which will increase certain emission factors.

3.2 Climate Change Adaptation

3.2.1 In addition to strategy priorities, SEStran has developed five priorities specifically targeting climate change adaptation. Due to the organisation's small size (currently 13 employees), our internal influence is limited, however, we are committed to integrate climate change adaptation in relevant regional policies and discussions. Our priorities for 2024/25 are as follows:

1. Ensuring data is current to allow decision making on climate risk to be evidence based.

2. Identifying ways to better store data to ensure assessments in future projects are well informed and data driven.

3. Continuing to develop flexible working for business but also to enable continuity for adverse weather and incorporation of the Scottish Government Adverse Weather Charter.

4. Working with new Microsoft 365 IT software to ensure data can be accessed remotely.

5. Being proactive in changing policies to support climate change adaptation by working with a wide range of partners and keeping informed on best practice.

4 CONCLUSION

4.1 SEStran's climate change emissions decreased considerably in the year 2024/25 due to reduced flights and car use. We will continue to work towards reducing our emissions where feasible.

Rebecca Smith
Project Officer
19th November 2025

Policy Implications	This report is part of SEStran's statutory duty to report on climate change.
Financial Implications	There are no direct financial implications of this report. The actions for 25/26 may result in higher costs (i.e. train fares

	being higher than flights) but this is accounted for with a cost-time matrix.
Equalities Implications	The project does not require an Equalities Impact Assessment (EQIA).
Climate Change Implications	The reporting provides a comprehensive overview of SEStran's 24/25 emissions as well as ongoing actions for reducing emissions in 24/25.
Appendices	1. Public Bodies Climate Change Duties South East Scotland Transport Partnership 2024-25 2. Data Comparison of 23/24 and 24/25 emissions
Background Papers	N/A

Public Bodies Climate Change Duties Compliance Reporting Template 2025

1. Overview

This template is provided for public bodies required to report annually in accordance with the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 which took effect for reporting periods commencing on or after 1 April 2021.

Reports must be submitted to ccreporting@ed.ac.uk by 30th November. Late submissions will not be accepted for analysis and may be deemed non-compliant with Public Bodies Duties reporting requirements.

2. Guidance

1. Please do not delete any cells, rows or columns. This may corrupt the template/data and compromise analysis. If you need more rows in any table please email the file to ccreporting@ed.ac.uk.

2. You can hide any extra rows within tables and freeze panes to keep the header/column rows visible when scrolling in a long or wide table.

3. Double-click on a text cell that you want to paste in to, single-clicking may bring up an error message.

4. Please complete the "Boundary info" tab. This will enable improved assessment of data coverage and inform SSN analysis.

5. The "Profile of Body" tab must be completed before proceeding to add any other data.

6. To ensure that the correct emission factors are applied please ensure that you are using the correct template for the reporting year type under Q1f. If your organisation reports according to the academic year, usually August to July, you must use the Academic Year template.

7. In Q3b emissions sources can be filtered by type in Column C. The list of available factors is visble on the Emission Factors tab. Please do not edit this list, use "other" if an EF is not available.

8. Only use the "other" rows when there is no relevant emission source available in the dropdown list or if you have bespoke data/emission factors. Please provide a brief explanation in the comment.

9. Water supply and treatment (sewage) emission factors are based on Scottish Water's carbon intensities for service supply. If you wish to use UK factors you need to enter manually in an "Other" row.

10. More detailed guidance is available on the SSN website

3. Colour Coding used in the template

	Dropdown box - select from list of options
	Uneditable/fixed entry cell
	Editable cell

Public Bodies Climate Change Duties Compliance Reporting Template 2025

Please answer all questions below with respect to the public body's reporting boundary for the reporting period.
The information is intended to improve data coverage and inform analysis, in particular, to help identify data gaps.
There are 3 response options:

YES - data is available and is reported

NO - there is no emission source or activity

? - the source/activity occurs, but it is not monitored, or no data is currently available

Any points of clarification can be added in the comments field for the corresponding emissions source(s) in Table 3b on the Emissions tab.

Emissions source/activity		Select from dropdown list
Owned estate	Are any buildings owned by the public body?	No
Natural gas	Is natural gas used to heat any of the owned estate	No
Other heating & fuels	Are other heating fuels used on any of the owned estate	No
Managed services	Are building services managed on behalf of another public body that shares or leases space?	No
Leased premises -public	Are building services managed and provided by another public body?	Yes
Leased premises - private	Are building services managed and provided by a private landlord?	No
Purchased heat and steam	Is heat or steam purchased to supply any of the owned estate	No
Fleet and equipment	Are any vehicles or fossil-fueled machinery or equipment owned or leased, excludes short-term or infrequent hires?	No
Refrigerants/F-gases	Are there any air conditioning or refrigeration systems that require refrigerant gas top-ups?	No
Medical gases	Are medical gases used?	No
Business travel - private	Do staff undertake business travel by private car?	Yes
Business travel - flights	Do staff undertake any business travel by plane?	Yes
Homeworking	Do any staff work from home - including hybrid?	Yes
Supply chain	Are any goods or services purchased?	Yes
Land use	Are more than 10 hectares of land owned or managed for public services provision, including for research or recreation?	No

PART 1 Profile of Reporting Body

1a   Name of reporting body
Provide the name of the Listed body (the "body") which prepared this report.

South East of Scotland Transport Partnership (SEStran)

1b   Type of body
Select from the options below.

Transport Partnerships

1c   Highest number of full-time equivalent staff in the body during the report year

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1d   Metrics used by the body
Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.

Metric	Units	Value	Comments
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			

1e   Overall budget of the body
Specify approximate £/annum for the report year.

Budget	Budget Comments
£1,220,000	The net revenue budget of the Partnership in 2024/25 was £972,000, funded by £762,000 of Government Grant and £190,000 of Council Contributions. Additionally, we received £354,000 in external grant funding. Further detail is available in the 24/25 Annual Reports.

1f   Report Year
Please select the appropriate reporting period to reflect the current set of emission factors is auto-populated in 2.2b.

Reporting type	Report year comments
Financial/Calendar/Other	FY

1g   Context
Provide a summary of the body's role and functions that are relevant to climate change reporting.

SEStran is the statutory Regional Transport Partnership for the South East of Scotland, covering 8 local authority areas: Edinburgh, East Lothian, West Lothian, Midlothian, Falkirk, Clackmannanshire, Scottish Borders, and Fife. SEStran's statutory requirement is to produce a Regional Transport Strategy, and it works with partners to reduce the strategy, delivering transport projects with a strong focus on reducing transport-related emissions by getting people out of their cars and using sustainable transport. In 2024/25, the partnership developed regional strategic approaches to sustainable transport including electric vehicles, active travel and public transport across the region.

Public Sector Report on Compliance with Climate Change Duties 2025 Template

PART 1 Governance, Management and Strategy

Governance and management

1a How is climate change governed in the body?

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements. Provide a diagram / chart to outline the governance structure within the body.

SEStran governs its climate change impact through the following measures:
Documentation: The climate change reporting contained within this report is utilised for reporting requirements.
Review: SEStran holds a quarterly Performance & Audit Committee which provides scrutiny of the organisation's performance and activities. The annual climate change report is reported to the Partnership Board to note and comment on (SEStran's Partnership Board consists of Elected Members and their Council (or members).
SEStran's Business Plan is approved annually by the Partnership Board.

1b How is climate change action managed and embedded in the body?

Provide a summary of how decision making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how systems for it allocated outside the body. Provide a diagram or chart to show how responsibility is allocated to the body's senior staff, departmental heads etc.

We plan to review the relevant policies on an annual basis as well as working on our top priorities for climate change governance and adaptation throughout the year.
We plan to host an annual team meeting to:
- Discuss performance against targets etc.
- Improve / review the following year.
- Refresher training on policies, especially Business Continuity Plan
Following on from this work, we will also be reporting performance to the SEStran Board.

Strategy

1c Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?

Provide a brief summary of objectives if they exist.

Heading of objective	Name of document	Document Link
Transitioning to a sustainable, post-carbon economy	SEStran Business Plan 2024 to 2025 / Regional Transport Strategy 2035	https://sestran.gov.uk/wp-content/uploads/2024/06/2024-06-07-Item-8-Business-Plan-2024-25.pdf
Facilitating better travel connectivity and access across the region	SEStran Business Plan 2024 to 2025 / Regional Transport Strategy 2035	https://sestran.gov.uk/wp-content/uploads/2024/06/2024-06-07-Item-8-Business-Plan-2024-25.pdf
Supporting safe, sustainable and efficient movement of people and freight across the region	SEStran Business Plan 2024 to 2025 / Regional Transport Strategy 2035	https://sestran.gov.uk/wp-content/uploads/2024/06/2024-06-07-Item-8-Business-Plan-2024-25.pdf

1d Does the body have a climate change plan or strategy?

If yes, provide the name of your such document and details of where a copy of the document may be obtained or accessed.

SEStran do not currently have a separate document detailing a climate change plan/strategy. However, as part of our 25/26 business planning we mapped out how our work considers climate impact and have migrated these into our 25/26 Business Plan: https://sestran.gov.uk/publications/sestran-business-plan-2025-26/

1e Does the body have any plans or strategies covering the following areas that include climate change?

Provide the name of any such document and the timeframe covered.

Topic area	Name of document	Link	Time period covered	Comments
Adaptation				
Business travel				
Staff travel	Business Travel Policy	https://sestran.gov.uk/wp-content/uploads/2024/07/	2022 - present	Business Travel Hierarchy amended
Energy efficiency	Hybrid Working Policy	https://sestran.gov.uk/wp-content/uploads/2023/10/	2021 - present	
Fleet transport				

1f What are the body's top 3 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the body's areas and activities of focus for the year ahead.

SEStran's top 3 priorities for climate change governance, management and strategy for the year ahead are as follows:
1.Review of relevant policies on an annual basis and create a clearer process for staff business travel to support more sustainable journey being planned.
2.Review performance against carbon targets every X months.
3.Promoting the current facilities available on site to enable staff and visitors to travel sustainably to Victoria Quay (cycle parking, changing facilities). Due to the small size of the organisation (15 people), this has a relatively low impact. The topic can be added to people's PDP conversations to offer more support and/or encouragement to travel to work sustainably (inc. Cycle Friendly Employer Scheme). We have seen our staff travel to work more sustainably (reducing our staff carbon travel), and we are working to keep this going.
4.Create a clearer process for meetings to ensure travel to meetings is justified (determining whether meetings should be remote, hybrid or in person only). Investigate the feasibility of certain board meetings being online only.
5.Promote and/or to reclaim travel expenses to encourage public transport being utilised by staff and board members and reduce the reliance on private vehicles.

1g Has the body used the Climate Change Assessment Tool (or an equivalent tool to self-assess its capability / performance?

If yes, please provide details of the key findings and resultant action taken.

(a) This refers to the tool developed by Resource Efficient Scotland for self-assessing an organisation's capability / performance in relation to climate change.

Questions from the CCAT tool have been considered when discussing climate changes as an organisation. A formal assessment has not been completed during the use of the organisation. However, this is a tool we will continue to review and consider in supporting climate discussions.

Further information

1h Supportive information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.

SEStran supports reducing carbon emissions, through the implementation of a number of policies including:
Flexible Working Policy This policy allows staff to travel outside peak hours, thereby reducing our contribution to congestion.
Home Working Policy This policy encourages a decrease in staff travel emissions.
Business Travel Policy This policy aims to encourage employees to reduce unnecessary travel and encourage the use of more sustainable forms of transport.
Hybrid Working Policy This policy facilitates permanent remote working reducing the need to travel to office base.

We have been in discussions through the year with other RTPs to ensure learnings are shared, and there's consistency in reporting where relevant. We completed a peer review of this year's report with the other RTPs in November.

PART 4   Adaptation – please do not include information in this part on measures that solely reduce emissions with no implications for climate adaptation. These are climate mitigation measures which should be reported in the Emissions tab.

Assessing and managing risk

2a   Has the body assessed current and future climate-related risks?
If yes, provide a reference or link to any such risk assessment(s). Please report assessments of current risk separate from future risk assessments, where feasible.

No, a risk assessment focused on climate change has not been completed exclusively for our 'internal' climate risks. However, we have a business continuity plan which details how we would expect to continue operating under different conditions. Our internal risk register includes climate risks in carrying out our day-to-day operations.

2b   What arrangements does the body have in place to manage climate-related risks?
Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.

Wilson's Adverse Weather Policy accounts for bad weather circumstances and how officers would be expected to continue working to meet business needs. Our strategic projects, which influence climate, have their own risks which are managed and discussed with relevant stakeholders.

Taking action

2c   What action has the body taken to adapt to climate change?
Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action. The body may wish to make reference to the Scottish Climate Change Adaptation Programme ('the Programme').

Wilson have considered adaptation measures through the following policies:
Flexible Working Policy This policy allows staff to travel outwith peak hours, thereby reducing our contribution to congestion.
Home Working Policy This policy encourages a decrease in staff travel emissions. It also allows business to continue in bad weather events.
Business Travel Policy This policy aims to encourage employees to reduce unnecessary travel and encourage the use of more sustainable forms of transport.
Hybrid Working Policy This policy facilitates permanent remote working reducing the need to travel to office base."

2d   Where available, what contribution has the body made to helping deliver the Programme?
Provide any other relevant supporting information.

N/A

Review, monitoring and evaluation

2e   What arrangements does the body have in place to review current and future climate risks?
Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 2(a) and adaptation strategies, action plans, procedures and policies in Question 2(b).

We are working towards the climate change adaptation measures set out in 2g. We have included climate change adaptation within our Business Continuity Plan.

2f   What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?
Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 2(c) and Question 2(e).

A quarterly review of our targets is being completed in 2025/26 to monitor our progress.

Future priorities for adaptation

2g   What are the body's top 5 climate change adaptation priorities for the year ahead?
Provide a summary of the areas and activities of focus for the year ahead.

1. Ensuring data is current to allow decision making on climate risk to be evidence based
2. Identifying ways to better store data to ensure assessments in future projects are well informed and data driven.
3. Continuing to develop flexible working for business but also to enable continuity for adverse weather and incorporation of the Scottish Government Adverse Weather Charter.
4. Working with new Microsoft systems to ensure data can be access more remotely.
5. Being proactive in changing policies to support climate change adaptation by working with a wide range of partners and keeping informed on best practice.

Further information

2h   Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.

We are a member of the Climate Ready Infrastructure forum, led by Network Rail, which has shared best practice and examples of organisation's integrating climate change adaptation measures into their work.

PART I Procurement

1a   How have procurement activities contributed to compliance with climate change duties?

Provide information relating to how the procurement activities of the body have contributed to its compliance with climate change duties.

Procurement contract awards will be notified on Public Contracts Scotland as appropriate, and all procured contracts and actions are reported annually to the Partnership's Performance and Audit Committee and the Partnership Board, as part of the Public Services Reform (Scotland) Act 2010 duties. In awarding any tender, SEStran officers will comply with the General Duties of the Procurement Reform (Scotland) Act 2014, and, if applicable, The Public Contracts (Scotland) Regulations 2015, and the Sustainable Procurement Duty outlined within the 2014 Act. This will be done in a proportionate way but applied to all regulated procurements undertaken by SEStran. Compliance with the general duties and sustainable procurement duties have aided compliance with the Equality Act, specific Scottish duties, and the Climate Change Act 2009.

1b   How has procurement activities contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the body has contributed to its compliance with climate change duties.

All procurement activities undertaken by SEStran are managed through the SEStran Contract Standing Orders noted in the policy context above. These are subject to the over-riding provisions of the United Kingdom and Scottish legislation, including the Regulations.

Further information

2c   Supporting information and best practise

Provide any other relevant supporting information and any examples of best practise by the body in relation to procurement.

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PART I Validation and Declaration

3a   Internal validation process
Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

This report will be validated internally by SEStran employees, taken to the Partnership Director, and then taken to the Partnership Board.

3b   Peer validation process
Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

The report content and target were discussed at high level senior check in a peer group with fellow Regional Transport Partnership across Scotland in November.

3c   External validation process
Briefly describe the body's external validation process, if any, of the data or information contained within this report.

N/A

3d   No Validation Process
If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

N/A

3e   Declaration
I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.

Name:	Rebecca Smith
Role in the body:	Finance Officer
Date:	[blank] Go back here **Return to format [edit/review here]**

Recommended Reporting: Reporting on Wider Influence

Wider Impact and Influence on GHG Emissions

Q1) Historic Emissions (Local Authorities Only)

Please indicate emissions and unit of measurement (e.g. tCO₂e) and years. Please populate data by selecting from the drop down box. Use (1) as the default unless targets and actions relate to (2).

Please note: territorial emissions of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) are provided, but not fluorinated gases, which are included in the UK territorial greenhouse gas emissions statistics. Statistics were provided only for carbon dioxide emissions, prior to publication of the 2005 to 2020 dataset in 2022.

(1) UK local and national CO₂e emissions: **subset dataset** (emissions within the scope of influence of local authorities)

(2) UK local and national CO₂e emissions: **full dataset**

https://data.gov.uk/dataset/723c1d16-37ac-4627-8641-a48d0e5b61ff/emissions-of-carbon-dioxide-for-local-authority-areas

Local Authority (Please State)	Please select from drop down box	
DESNZ Dataset (full or sub-set)	Please select from drop down box	

Source	Sector	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Units	Comments
DESNZ Sectors	Total Emissions													tnCO2e	
	Industry and Commercial													tnCO2e	
	Domestic													tnCO2e	
	Transport total													tnCO2e	
	Per Capita													tnCO2e	
Other Sectors	Please select from drop down box													Please select from drop down box	
	Please select from drop down box													Please select from drop down box	
	Please select from drop down box													Please select from drop down box	
	Please select from drop down box													Please select from drop down box	
	Please select from drop down box													Please select from drop down box	
	Please select from drop down box													Please select from drop down box	

2a) Targets
Please detail any wider influence targets

Sector	Description	Type of Target (units)	Baseline value	Start year	Target	Target/End year	Saving in latest year measured	Latest Year Measured	Comments
Transport	Transport emissions in the SEStran region (Department for Business, Energy & Industrial Strategy)	Absolute (TCO2)	2676.6	2019		2035		2023	
Transport	Car kilometres in the SEStran region (Scottish Transport Statistics)	Other (please specify in comments)	11220	2019		2035	11711	2023	km
Transport	Number of Air Quality Management Areas (Scottish Transport Statistics)	Other (please specify in comments)	16	2019		2035	15	2023	Number of areas
Transport	Number of road vehicle fleet which is ULEV (DfT Vehicle Licensing Statistics)	Other (please specify in comments)	1372	2019		2035	6568	2023	Number of ULEVs
Transport	Main mode of travel – walking (Scottish Household Survey Travel Diary)	Other (please specify in comments)	22	2019		2035	20	2023	% of survey respondents
Transport	Main mode of travel – bicycle (Scottish Household Survey Travel Diary)	Other (please specify in comments)	2	2019		2035	2	2023	% of survey respondents
Transport	Main mode of travel – bus (Scottish Household Survey Travel Diary)	Other (please specify in comments)	9	2019		2035	6	2023	% of survey respondents
Transport	Main mode of travel – rail (Scottish Household Survey Travel Diary)	Other (please specify in comments)	2	2019		2035	1	2023	% of survey respondents
Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	
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Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	

2b) Does the body have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond its corporate boundary?

SEStran published the Regional Transport Strategy (RTS) in 2023 which maps out the partnership's key ambitions and objectives for the region until 2035. The strategy sets out the key transport challenges in the area and how SEStran proposes to respond to them.

Within the RTS, the following objectives aim to influence the regional population:
Strategy Objective 1 (Transitioning to a sustainable, post-carbon transport system) this includes addressing climate change and net zero ambitions.
Strategy Objective 4 (Supporting safe, sustainable and efficient movement of people and freight across the region), the strategy addresses climate change adaptation.

The monitoring of the RTS creates KPIs in which the four objectives of the RTS can be measured. Relevant targets linked to climate change strategy and adaptation are noted above.

The RTS is now being developed via a delivery plan. The Regional Transport Strategy Delivery Plan will provide a mechanism to assess and prioritise regional projects that are required over the next ten years. It will realise the ambitions of the Regional Transport Strategy and support the economic and net zero ambitions of the Regional Prosperity Framework. One of the key ambitions of the framework is to support the Climate Adaptation & Resilience Plan & Nature Recovery Plan / Challenge fund. There are 10 projects currently mapped out which are addressing climate change adaptation. This includes Local Flood Risk Management Plans, using technology to monitor transport infrastructure in extreme weather, developing a climate change adaptation action plan, and setting out our approach to protecting the transport network from the effects of extreme weather.

Q3 Policies and Actions to Reduce Emissions
Please detail specific policies and actions underway to achieve emission reduction targets

Sector	Start year for policy/action implementation	Year that the policy/action will be fully implemented	Annual CO₂ saving once fully implemented (tCO₂)	Latest Year measured	Saving in latest year measured (tCO₂)	Status	Metric/Indicators for monitoring progress	Delivery Role	During project/policy design and implementation, has EIA or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity.	Value of investment (£)	Ongoing Costs (£/year)	Primary Funding Source for implementation of Policy/Action	Comments
Please select from drop down box	Please select from drop down box	Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	Please select from drop down box				Please select from drop down box	
Please select from drop down box	Please select from drop down box	Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	Please select from drop down box				Please select from drop down box	
Please select from drop down box	Please select from drop down box	Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	Please select from drop down box				Please select from drop down box	

(additional rows all "Please select from drop down box")

Please provide any detail on data sources or limitations relating to the information provided in Table 3

Q4 Partnership Working, Communications and Capacity Building
Please detail climate change partnerships, communications or capacity building initiatives below.

Key Action Type	Description	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Partnership Working	Involvement in the RTP peer review of the RRCCO reporting to share knowledge and learnings.	Participant	RTPs				Peer reviewed RRCCO	
Capacity Building (ie. staff training and development initiatives)	Data strategy making our data more adaptable	Lead	T&C		Workforce Mobility		Strategy for data	
Capacity Building (ie. staff training and development initiatives)	Attendance at the Climate Change Infrastructure Forum	Participant	Network Rail	Multiple	Multiple	Multiple	The forum has provided information on best practice (particularly from larger organisations that manage large scale infrastructure) – presenting SEStran's progress to enable peer review and advice	
Please select from drop down box		Please select from drop down box						

(additional rows all "Please select from drop down box")

Other Notable Reportable Activity

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		

(additional rows all "Please select from drop down box")

Q6) Please provide information on any other climate change related activity that is not noted elsewhere in the template

APPENDIX 2

Comparison of data 2022/23 to 2023/24

Emission factor	2023/24	2024/25	Difference	Explanation
Flights - Domestic, to/from UK - Average passenger	0.66	0.00	0.66	No flights taken
Flights - Short-haul, to/from UK - Average passenger	2.44	0.33	2.11	Fewer flights carried out and less distance travelled
National rail	0.29	0.40	-0.12	More in-person meetings travelled to by train
Average car - Petrol	0.43	0.02	0.42	Fewer in-person meetings travelled to by petrol car
Average car - Diesel	0.00	0.00	0.00	No diesel cars used
Local bus (not London)	0.00	0.03	-0.03	More in-person meetings travelled to by bus
Regular taxi	0.00	0.00	0.00	Fewer in-person meetings travelled to by taxi
Light rail and tram	0.00	0.00	0.00	More in-person meetings travelled to by tram
Homeworking (office equipment + heating)	2.46	3.50	-1.04	Increased number of staff
Hotel stay - UK	0.17	0.07	0.10	Fewer hotel stays
Transmission and distribution - Electricity: UK	0.00	0.00	0.00	N/A*
Water treatment	0.00	0.00	0.00	N/A*
Commercial and industrial waste - Combustion	0.00	0.00	0.00	N/A*
Mixed dry recyclates - Recycled	0.00	0.00	0.00	N/A*
Paper and board: mixed - Recycled	0.00	0.00	0.00	N/A*
Staff travel to work	2.55	1.85	0.70	Reduction in car use for staff travel to work
TOTAL	**9.00**	**6.21**	**2.79**	

Business travel combined		3.82	0.79	3.03	

*No emissions recorded due to organisation working out of Scottish Government building. This would mean the emissions are double reporting, and the emissions are unknown due to the low % of the building occupied by SEStran.