

**SESTRAN PARTNERSHIP BOARD MEETING**

**Dean of Guild Courtroom, City Chambers, Edinburgh, EH1 1YJ  
Or via Microsoft Teams  
10:00am Friday 14<sup>th</sup> March 2025**

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

**AGENDA**

**Page No's**

- 1. ORDER OF BUSINESS**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**

**AGENDA A – POINTS FOR DECISION**

- A1. MINUTES (For Approval)**  
(a) Partnership Board – Friday 6<sup>th</sup> December 2024 (note that the PROGRAMME OF MEETINGS 2025 was approved by the Partnership Director following the meeting of the Partnership Board in December 2024)  
(b) Performance and Audit Committee – 28 February 2025
- A2. FINANCE REPORTS - Reports by Richard Lloyd-Bithell, Treasurer/Iain Shaw**  
(a) Revenue Budget 2025/26 and Indicative Financial Plan 2026/27 to 2027/28  
(b) Annual Treasury Management Strategy  
(c) Finance Officers Report
- A3. GO SESTRAN – Report by Andrew Ferguson/Rebecca Smith**
- A4. PARTNERSHIP DIRECTOR'S UPDATE – Presentation by Brian Butler**
- A5. BUSINESS PLAN AND ANNUAL REPORT – Report by Rachael Murphy/Sarah Junik**
- A6. APPOINTMENTS TO THE PERFORMANCE & AUDIT COMMITTEE AND SUB-COMMITTEE – Report by Brian Butler**
- A7. 20% REDUCTION IN CAR USE – Report by Brian Butler**

**A8. ASSET MANAGEMENT STRATEGY – Report by Brian Butler**

**DATE OF NEXT MEETING:**

The date of the next meeting is **Friday 20 June 2025**

**AGENDA B – POINTS FOR NOTING**

**B1. COMMUNICATIONS STRATEGY – Presentation by Sarah Junik – for noting from 6 December Board**

**B2. PEOPLE AND PLACE 25/26 UPDATE – Report by Michael Melton**

**B3. CLIMATE CHANGE DUTIES REPORT – Report by Rebecca Smith – for noting from 6<sup>th</sup> Dec Board**

**B4. REGIONAL TRANSPORT STRATEGY DELIVERY PLAN – Report by Rachael Murphy**

**B5. PEOPLE AND PLACE GRANT AWARDS – Report by Michael Melton**

**B6. CONTRACTS REGISTER – Report by Michael Melton**

**B7. RISK REGISTER – Report by Angela Chambers**

**B8. PROJECTS AND STRATEGY PERFORMANCE – Report by Michael Melton**

**B9. EXTERNAL AUDIT - ANNUAL AUDIT PLAN 2024/25 – Report by Richard Lloyd-Bithell, Treasurer/Iain Shaw**

Gavin King  
Secretary to SESTRAN  
Head of Democracy, Governance and Resilience  
Legal and Assurance Division  
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7 March 2025

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Agendas and papers for all SEStran meetings can be accessed on [www.sestran.gov.uk](http://www.sestran.gov.uk)

**Partnership Board Agenda Briefing Note – 14 March 2025**

<u>Item</u>	<u>Paper</u>	<u>Board Action</u>
<u>A2(a)</u>	<p><b><u>Revenue Budget 2025/26 and Indicative Financial Plan 2026/27 to 2027/28</u></b></p> <p>This report presents a revenue budget for 2025/26 for approval and an indicative financial plan for 2026/27 for noting.</p> <p>It is recommended that the Partnership:</p> <ul style="list-style-type: none"> <li>• approves the proposed Core budget of £852,000 for 2025/26, as detailed at Appendix 1</li> <li>• approves the proposed Projects budget for 2025/26, as detailed at Appendix 2(a)</li> <li>• notes that financial planning for 2026/27 will be developed throughout 2025 for review by the Partnership in December 2025</li> <li>• note that the proposed budget is subject to a number of risks. All income and expenditure will be monitored with updates reported to each Partnership meeting.</li> </ul>	<u>Approval &amp; Noting</u>
<u>A2(b)</u>	<p><b><u>Annual Treasury Management Strategy</u></b></p> <p>The purpose of this report is to propose a Treasury Management Strategy for 2025/26.</p> <ul style="list-style-type: none"> <li>• It is recommended that the Partnership approves the continuation of the current arrangement.</li> </ul>	<u>Approval</u>
<u>A2(c)</u>	<p><b><u>Finance Officers Report</u></b></p> <p>This report presents the third update on the financial performance of the Partnership’s Core and Projects budgets for 2024/25, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of January 2025.</p> <p>It is recommended that the Partnership notes:</p> <ul style="list-style-type: none"> <li>• the forecast of a balanced Core revenue budget for 2024/25</li> <li>• the forecast underspend on the Projects budget of £83,000 after future lease commitments are met.</li> </ul>	<u>For Noting</u>

	The actual underspend will be confirmed at the financial year-end and carried forward to 2025/26.	
<u>A3</u>	<p><b><u>Go SEStran</u></b></p> <p>The purpose of this report is to update on adverse developments since the Board meeting in September, and to recommend termination of SEStran’s further involvement in the GoSEStran project given problems with the procurement process and the lack of progress made to date on securing long-term funding.</p> <p>As the Chair has ruled that the failure of the procurement process and failure to secure the anticipated level of funding constitute material changes to circumstances it is recommended that the Board:</p> <ul style="list-style-type: none"> <li>• Agrees to discontinue the GoSEStran project and associated app as from 31 March 2025.</li> <li>• Agrees that a review of the project will be carried out at Performance and Audit Strategy and Delivery Oversight Subgroup (PaSDOS)`</li> </ul>	<u>For Approval</u>
<u>A4</u>	<p><b><u>Partnership Director’s Update</u></b></p> <p>Brian Butler will provide an update on the below subjects not covered in the various reports or other presentations that the Board will enjoy today.</p> <ul style="list-style-type: none"> <li>• Equalities Outcomes</li> <li>• Council Requisitions</li> <li>• Cross-Forth Ferry</li> <li>• City Region Deal 2?</li> <li>• Local Government Reorganisation?</li> <li>• Devolution?</li> <li>• Transport Governance?</li> </ul>	<u>For noting</u>
<u>A5</u>	<p><b><u>Business Plan and Annual Report</u></b></p> <p>This report informs the board on progress of the Annual Report for financial year 2024/25 and the Business Plan for 2025/26-2027/28.</p> <p>It is requested that the Board:</p> <ul style="list-style-type: none"> <li>• Read the draft Annual Report and email any comments or feedback to Sarah Junik (sarah.junik@sestrans.gov.uk)</li> </ul>	<u>Noting</u>

	<ul style="list-style-type: none"> <li>• Share the Annual Report, once published, with their network and contacts, to help raise awareness of the work of SEStran.</li> <li>• Give feedback on the business plan methodology, in the Partnership Board Meeting</li> <li>• Give their feedback on the projects themselves</li> </ul>	
<u>A6</u>	<p><b><u>Appointments to the Performance &amp; Audit Committee and Sub-Committee</u></b></p> <p>This report seeks the Board’s approval of nominations to the Performance and Audit Committee by West Lothian Council and the City of Edinburgh Council</p> <p>The Board is asked to:</p> <ul style="list-style-type: none"> <li>• Approve the appointments of Councillors Conn and Jenkinson to the Performance and Audit Committee</li> <li>• Note the membership and remit of the Project and Strategy Delivery Oversight Subgroup</li> </ul>	<u>For Approval and Noting</u>
<u>A7</u>	<p><b><u>20% Reduction in Car Use</u></b></p> <p>This report provides an update on developments since the last Board meeting and seeks to provide assurance to the Board that a revised timetable will allow interested parties to express their views as part of a future consultation process.</p> <p>The Partnership Board is asked to note that:</p> <ul style="list-style-type: none"> <li>• The 20% Reduction in Car Use by 2030 target is being reviewed</li> <li>• The Route Map will not now be published until spring 2026</li> <li>• Local authorities, CoSLA, SCOTS and RTPs will be consulted prior to the Route Map being finalised</li> </ul>	<u>For Noting</u>
<u>A8</u>	<p><b><u>Asset Management Strategy</u></b></p> <p>In its External Audit of SEStran’s accounts for financial year 23/24, Audit Scotland recommended that SEStran should undertake a full review of its asset management procedures, ensuring that the asset register fully reflects the assets in use.</p>	<u>For Approval</u>

	<ul style="list-style-type: none"><li>• A Draft Asset Management Strategy is presented for consideration by the Partnership Board.</li></ul>	
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