

# SEStran Partnership Board Minutes

10.00am, Friday 6 December 2024

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

<u>Present</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Sally Pattle (Chair) (presided for items A1 to A6)	West Lothian Council
	Cllr Russell Imrie (Vice Chair) - In accordance with Standing Order 6.4 Cllr Russell Imrie presided for items A6 onwards	Midlothian Council
	Cllr Stephen Jenkinson	City of Edinburgh Council
	Cllr Iain Whyte	City of Edinburgh Council
	Cllr John McMillan (Vice Chair)	East Lothian Council
	Cllr Ian Cameron	Fife Council
	Cllr Colin Cassidy	Midlothian Council
	Cllr Tom Conn	West Lothian Council
	Paul White	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member
	Callum Hay	Non-Councillor Member
	Alistair Couper	Non-Councillor Member
	Linda Bamford	Non-Councillor Member
	Kate Sherry	Non-Councillor Member

<u>In Attendance</u>	<u>Name</u>	<u>Organisation Title</u>
	Andrew Rose (Clerk)	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Jamie Robertson	City of Edinburgh Council
	Ian King	East Lothian Council
	John Mitchell	Fife Council
	Nicola Gill	West Lothian Council
	Brian Butler	SEStran
	Rachael Murphy	SEStran
	Sandra Lavergne	SEStran
	Keith Fiskin	SEStran
	Beth Harley-Jepson	SEStran
	Michael Melton	SEStran
	Rebecca Smith	SEStran
	Nikki Boath	SEStran
	Sarah Junik	SEStran

## **Apologies for**

### **Absence**

#### **Name**

#### **Organisation Title**

Cllr Fiona Law

Clackmannanshire Council

Cllr Kayleigh O'Neill

City of Edinburgh Council

Cllr Sanne Dijkstra-Downie

City of Edinburgh Council

Cllr Margaret Anslow

Falkirk Council

Cllr Jenny Linehan

Scottish Borders Council

Geoff Duke

Non-Councillor Member

## **A1. Chair's Introduction**

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The Chair welcomed everyone to the meeting, and paid tribute to the Board's Vice Chairs and its Officers for their support and hard work.

The Chair welcomed Councillor Jenkinson to his first meeting of the Board.

## **A2. Minutes**

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### **Decision**

- 1) To agree the minute of the SEStran Partnership Board of 27 September 2024 as a correct record, and
- 2) To agree the minute of the SEStran Performance and Audit Committee of 29 November 2024 as a correct record.

## **A3(a). Indicative Financial Plan 2025/26 to 2026/27**

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The Board considered a report by the Treasurer which provided an update on financial planning being progressed for the 2025/26 revenue budget and an indicative plan for 2026/27.

### **Decision**

- 1) That it be noted that financial planning for 2025/26 to 2026/27 will continue to be developed for the approval of a revenue budget by the Partnership at its meeting in March 2025;
- 2) That it be noted that the proposed budget is subject to a number of risks, and that all income and expenditure of the Partnership will continue to be monitored closely with updates reported to each Partnership meeting.

(Reference – report by the Treasurer, submitted.)

## **A3(b). Finance Officer's Report**

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The Board considered a report by the Treasurer which presented the second 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, and also provided an analysis of financial performance to the end of October 2024.

### **Decision**

- 1) That the forecast overspend on the Core revenue budget of £14,000, which is principally due to a reduction in Scottish Government grant funding and will be met by a drawdown from the Partnership's unallocated reserve, be noted;
- 2) That the forecast underspend on the Projects budget of £50,000, after future lease commitments are met, be noted, and
- 3) That the re-alignment of the 2024/25 Projects budget to reflect planned activity be noted.

(Reference – report by the Treasurer, submitted.)

## **A4. Partnership Directors Update**

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The Partnership Director gave a presentation to the Board on (a) Transport Scotland's "Route Map to 20% Reduction in Car Use"; (b) the Concordat with the City Region Deal; (c) Electric Vehicle Charging Infrastructure; (d) Regional Transport Strategy Delivery Plan

During consideration of the presentation, there was agreement by the Board of a process whereby members could feed back comments on the "Route Map to 20% Reduction in Car Use" in advance of a meeting of COSLA the following week.

### **Decision**

To note the Partnership Director's Update Presentation

(Reference – Presentation by Partnership Director, submitted)

## **A5. People and Place Plan**

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The Board considered a report by the Programme Manager which presented an outline of the People and Place Delivery Plan, including work carried out to date, future plans, and the management of grant funds in 2025/26. The report also sought approval for grant eligibility criteria and the assessment process for the related grant funds.

### **Decision**

- 1) That the content of the report be noted and the People and Place Delivery Plan, attached at Appendix 1 to the report, be approved.
- 2) That the setting of the fund values, as noted at paragraph 4.2 of the report for Grants to Local Authorities, Grants to Third Parties, and the Community Grant Fund, be delegated to the Partnership Director.
- 3) That the eligibility and assessment criteria, detailed at Appendix 2 of the report for grants to third parties, be approved and that the ability to vary the project section of the eligibility criteria, as set out in paragraph 4.4.3 of the report, be delegated to the Partnership Director.

- 4) That the eligibility and assessment criteria, detailed at Appendix 3 of the report for the community grant fund, be approved, and that the ability to vary these criteria to support alignment with SPT and Tactran, as set out in paragraph 4.5.3 of the report, be delegated to the Partnership Director

(Reference – Report by Programme Manager, submitted)

## **A6. Regional Bus Strategy**

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The Board considered a report by the Strategy Manager which informed it of the progress of the SEStran Regional Bus Draft Strategy, which was accompanied by a series of videos which had been shared with Board members prior to the meeting.

At 12.30pm Councillor Pattle (Chair) left the meeting and Councillor Imrie (Vice Chair) assumed the Chair.

### **Decision**

- 1) That the video summaries of the policy areas, and the feedback provided by Board Members, be noted.
- 2) That the Board Members be encouraged to complete and return the follow-up surveys which will be issued after the meeting.
- 3) That the Board continues to engage with, and supports, the strategy process.

(Reference – Report by Strategy Manager, submitted)

Following conclusion of the foregoing item of business, in accordance with Standing Order 6.6 (3) a quorum of Board members was not present. The meeting stood adjourned, however, the Vice-Chair (presiding) requested that officers presented to those Board members still in attendance, the reports as listed on the agenda for information purposes only and acknowledged that no decisions could be taken. Those agenda items not formally considered were:-

A7 – Communications Strategy

A8 – Climate Change Duties Report

A9 – Programme of Meetings 2025

A10 – Date of Next Meeting

B1 – Consultations Update

B2.1 – Minute of Equalities and Access to Healthcare Forum – 26th September 2024

B2.2 - Integrated Mobility Forum – 10th October 2024

B2.3 - Logistics and Freight Forum – 21st November 2024

B3 – People and Grant Awards

B4 – Projects and strategy Performance Report