

SEStran Partnership Board Minutes

10.00am, Friday, 20 June 2025

Dunedin Room, City Chambers, Edinburgh, and Microsoft Teams

<u>Present</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Sally Pattle (Chair)	West Lothian Council
	Cllr Neil Cuthbert	City of Edinburgh Council
	Cllr Neil Gardiner	City of Edinburgh Council
	Cllr Stephen Jenkinson	City of Edinburgh Council
	Cllr Kayleigh Kinross-O'Neill	City of Edinburgh Council
	Cllr Paul Garner	Falkirk Council
	Cllr Derek Glen	Fife Council
	Cllr Ian Cameron	Fife Council
	Cllr Tom Conn	West Lothian Council
	Simon Hindshaw	Non-Councillor Member
	Callum Hay	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Alistair Couper	Non-Councillor Member
	Linda Bamford	Non-Councillor Member
	John Scott	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
	Peter Forsyth	East Lothian Council
	Ian King	East Lothian Council
	Brian Butler	SEStran
	Alisdair Brown	SEStran
	Jess Carey	SEStran
	Cheryl Fergie	SEStran
	Andrew Ferguson	SEStran
	Sarah Junick	SEStran
	Sandra Lavergne	SEStran
	Michael Melton	SEStran
	Rachael Murphy	SEStran
	Rebecca Smith	SEStran

<u>Also in Attendance</u>	<u>Name</u>	<u>Organisation Title</u>
	Claire Colquhoun	Urban Foresight
	Oliver Harte	Urban Foresight
	Julia Allard	Urban Foresight

<u>Apologies for Absence</u>	<u>Name</u>	<u>Organisation Title</u>
	Cllr Sanne Dijkstra-Downie (Vice Chair)	City of Edinburgh Council
	Cllr Russell Imrie (Vice Chair)	Midlothian Council
	Cllr John McMillan (Vice Chair)	East Lothian Council
	Cllr Scott Harrison	Clackmannanshire Council
	Cllr Margaret Anslow	Falkirk Council
	Cllr James Leslie	Fife Council
	Cllr Jenny Lineham	Scottish Borders Council
	Cllr Jane Cox	Scottish Borders Council
	Paul White	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.

The Chair indicated that Kate Sherry and Geoff Duke, former non-councillor Members of the Board, had stood down and thanked them for all of their support during their time as Board members.

The Chair also welcomed newly appointed councillor members to the Board.

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.

4. Presentation

Claire Colquhoun, Oliver Harte and Julia Allard from Urban Foresight provided a presentation to the Board on monitoring and evaluation findings of the SEStran People and Place Programme, following which the representatives of Urban Foresight, along with SEStran officers, answered questions from the Board.

Decision

That the presentation by Urban Foresight, and the responses to questions asked by the Board, be noted.

A1. Minutes

Decision

- 1) That the minute of the SEStran Partnership Board of 15 March 2025 be approved as a correct record.
- 2) That the minute of the special SEStran Partnership Board of 23 April 2025 be approved as a correct record.

A2. Unaudited Annual Accounts 2024/25, Treasury Management Report 2024/25

The Board considered a report by the Treasurer presenting both the unaudited Annual Accounts for 2024/25 in accordance with the Local Authority Accounts (Scotland) Regulations 2014, and the Treasury Management report for 2024/25, and asking the Board to note that, following audit, the Annual Accounts, along with the Auditor's report, would be presented to the Performance and Audit Committee and the Partnership Board in due course.

Decision

- 1) That the unaudited Annual Accounts for 2024/25 be noted.
- 2) That the annual Treasury Management report for 2024/25 be noted.
- 3) That it be noted that the audited Annual Accounts, incorporating the Auditor's report, will be presented to the Performance and Audit Committee and the Partnership Board in due course.

(Reference – report by the Treasurer, submitted.)

A3. Internal Audit Report 2024/25

The Board considered a report by the Chief Internal Auditor, City of Edinburgh Council, reminding the Board that the City of Edinburgh Council Internal Audit team performs one audit annually to provide assurance over the controls established to mitigate SEStran's specific key risks and thereby providing an update on the outcomes of the 2024/25 internal audit of the People and Place funding proposals, progress with the completion of actions agreed as part of the previous audits, and requesting input on potential areas for inclusion in the planned 2025/26 audit.

The Programme Manager indicated to the Board those recommendations which had arisen out of the audit which it had been decided would not be progressed and outlined the reasons why.

Decision

- 1) That the outcomes of the 2024/25 internal audit of the SEStran People and Place Funding Proposals, including Internal Audit findings and recommendations and agreed management actions and implementation dates be noted.
- 2) That the progress with completion of management actions from previous audits be noted.

(Reference – Report by the Chief Internal Auditor, City of Edinburgh Council, submitted)

A4. 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.

Decision

That the report by the Partnership Director be noted.

(Reference – Report by the Partnership Director, submitted)

A5. Governance Scheme Update

The Board considered a report by the Partnership Director seeking approval for amendments to the Governance Scheme documents, as attached at Appendix 1 to the report.

Decision

That the amendments to Standing Orders, List of Officers Powers, Approved Financial Rules and Grant Standing Orders be approved.

(Reference – Report by the Partnership Director, submitted)

A6. Transport to Health Literature Review

The Board considered a report by the Strategy Manager presenting the literature review of Transport to Health, with the review providing an overview of the evidence and policy context relating to Transport to Health in the SEStran region, and which will precede a SEStran Transport to Health Strategy.

Decision

- 1) That the findings of the review be noted.
- 2) That Board members share Transport to Health efforts with their networks.
- 3) That SEStran continue the work into a Transport to Health Strategy in the coming years.

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

A7. Communications and Marketing Update

The Board considered a report by the Communications and Marketing Officer providing an update on the SEStran's communications and marketing work which had taken place over the previous eight months, together with an overview of the recent Thistle Assurance Marketing campaign and People and Place case study videos.

Decision

- 1) That the communications and marketing activity that has taken place be noted.
- 2) That the availability of the newsletter and social media channels be noted and that Board members be requested to share these where appropriate.

(Reference – report by the Communications and Marketing Officer, submitted.)

A8. Appointments to Performance and Audit Committee

The Board considered a report by the SEStran Consultant seeking approval to appoint the nominated Clackmannanshire Council representative to the Performance and Audit Committee and to provide an update on Non-Councillor Board membership.

Decision

- 1) That the appointment of Councillor Harrison to the Performance and Audit Committee be approved.
- 2) That the gratitude of the Board be placed on record to both Kate Sherry and Geoff Duke for all their contributions to the Board and to wish them success with future roles.
- 3) That it be noted that the recruitment of non-councillor members will begin in September 2025 in order to align with the end of the current terms in March 2026.

(Reference – report by the SEStran Consultant, submitted.)

B1. Consultation Responses

The Board considered a report by the SEStran Consultant providing an update on SEStran's response to consultations between March and June 2025, with particular focus on the Just Transition Plan.

Decision

That the content of the report, and the Appendix to the report, be noted.

(Reference – Report by the SEStran Consultant, submitted)

B2. Risk Management Framework

The Board received a report from the Business Manager providing the quarterly update on SEStran's Strategic Risk Register.

Decision

That the content of the report be noted.

(Reference – Report by the Business Manager, submitted)

B3. Projects and Strategy Performance

The Board received a report from the Programme Manager providing commentary on performance in Quarter 4 of 2024/25 and indicating that a version of this report was previously presented to the Project and Strategy Delivery Oversight Subgroup (PaSDOS) on 24 April 2025 and to the Performance and Audit Committee of 6 June 2025. The report also provided an update on future reporting plans in the area of strategy and project workstreams.

Decision

That the content of the report be noted.

(Reference – Report by the Programme Manager, submitted)

B4. Summary of Awards to People and Place 2025 Programme

The Board received a report from the Programme Manager reporting variations to the 2024/25 SEStran People and Place grant awards, together with new grant awards issued for 2025/26.

Decision

That the contents of the report, and the variations to the 2024/25 SEStran People and Place grant awards, as detailed at Appendix 1 to the report, and the new 2025/26 SEStran People and Place grant awards, be noted.

(Reference – Report by the Programme Manager, submitted)