

# SEStran Partnership Board Minutes

10.00am, Friday, 5 December 2025

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

<b><u>Present</u></b>	<b><u>Name</u></b>	<b><u>Organisation Title</u></b>
	Cllr Russell Imrie (Vice Chair)	Midlothian Council
	Cllr Scott Harrison	Clackmannanshire Council
	Cllr Sanne Dijkstra-Downie (Vice Chair)	City of Edinburgh Council
	Cllr Stephen Jenkinson	City of Edinburgh Council
	Cllr Kayleigh Kinross-O'Neill	City of Edinburgh Council
	Cllr John McMillan (Vice Chair)	East Lothian Council
	Cllr Derek Glen	Fife Council
	Cllr Ian Cameron	Fife Council
	Cllr Jenny Linehan	Scottish Borders Council
	Cllr Tom Conn	West Lothian Council
	Simon Hindshaw	Non-Councillor Member
	Alastair Couper	Non-Councillor Member
	John Scott	Non-Councillor Member
<b><u>In Attendance</u></b>	<b><u>Name</u></b>	<b><u>Organisation Title</u></b>
	Andrew Rose (Clerk)	City of Edinburgh Council
	John Connarty	City of Edinburgh Council
	Jamie Robertson	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Peter Forsyth	East Lothian Council
	Ian King	East Lothian Council
	Nicola Gill	West Lothian Council
	Brian Butler	SEStran
	Angela Chambers	SEStran
	Cheryl Fergie	SEStran
	Michael Melton	SEStran
	Keith Fiskin	SEStran
	Rebecca Smith	SEStran
	Andrew Ferguson	SEStran
	Sarah Junik	SEStran
	Alisdair Brown	SEStran

<b><u>Apologies for Absence</u></b>	<b><u>Name</u></b>	<b><u>Organisation Title</u></b>
	Cllr Sally Pattle (Chair)	West Lothian Council
	Paul White	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Linda Bamford	Non-Councillor Member

**In the absence of the Chair, Councillor Russell Imrie, Vice Chair, chaired the meeting.**

## **1. Order of Business**

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

The Chair informed the Board that Iain Shaw was attending his last Board meeting today before his retirement from the city of Edinburgh Council. On behalf of the Board the Chair wished Iain well for the future.

The Chair welcomed John Connarty to the Board meeting who would be standing in for Iain Shaw on a temporary basis.

The Chair informed the Board that Keith Fiskien would be leaving SEStran to relocate to Australia and on behalf of the Board thanked Keith for his hard work and wished him well for the future.

The Chair, on behalf of the Board, wished Linda Bamford well following recent medical treatment.

## **2. Apologies for Absence**

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

## **3. Declarations of Interest**

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There were no declarations of interest.

## **4. Highlights from SEStran Summit – 4 December 2025**

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The Chair reminded the Board that on the day previous the SEStran Summit had taken place and he thanked everyone who had attended what he believed had been a very successful event.

The Chair reflected on the positive impact SEStran has made since it became a statutory body in 2005 and thanked all its staff, past and present, for their hard work and commitment.

The Chair commented on a recent speech given by the First Minister which indicated that the Scottish Government wished to devolve more power down to regional level and the Chair suggested that, if this were to happen, it would enable SEStran to have the powers required to deliver the Regional Transport Strategy.

## **A1. Minutes**

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### **Decision**

- 1) That the minute of the SEStran Partnership Board of 26 September 2025 be approved as a correct record.
- 2) That the minute of the SEStran Performance and Audit Committee of 21 November 2025 be approved as a correct record subject to the correction of a typographical error in a reference to the Acting Chair.
- 3) That the minute of the Special SEStran Partnership Board of 28 November 2025 be approved as a correct record.

## **A2. (a) Indicative Financial Plan 2026/27 to 2028/29**

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The Board considered a report by the Treasurer providing an update on financial planning being progressed for the 2026/27 revenue budget and an indicative plan for 2027/28 to 2028/29.

### **Decision**

- 1) That the expenditure and income forecast for the core revenue budget for 2025/26 be noted.
- 2) That it be noted 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.
- 3) That it be noted that indicative the 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**

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The Board considered a report by the Treasurer providing a 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. The report also presented an analysis of financial performance to the end of October 2025.

### **Decision**

- 1) That the expenditure and income forecast for the Core Revenue Budget for 2025/26 be noted.
- 2) That the forecast underspend of £100,000 on the Projects budget be noted and that the actual underspend will be confirmed at the financial year-end and carried forward to 2026/27.

(Reference – Report by the Treasurer, submitted)

## **(c) Financial Planning Procedure**

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The Board considered a report by the Treasurer reminding it that 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 to link this to its Business Plan and strategic priorities. The Board was further reminded that the Partnership had undertaken to extend the two-year financial planning horizon to a longer period, as part of

the financial planning procedure, with the report presenting the Financial Planning Procedure, as attached as Appendix 1 to the report, for review and approval.

### **Decision**

That the Financial Planning Procedure, as detailed at Appendix 1 to the report, be approved.

(Reference – Report by the Treasurer, submitted)

## **A3. Regional Governance Report**

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The Board considered a report by the SEStran Consultant which reminded the Board that at the meeting of the Performance and Audit Committee in September 2025, discussion had taken place on the risks and opportunities around changes to regional governance that may impact on SEStran. During that discussion the Committee had requested 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 landscape. This report sought to fulfil that Committee request.

During consideration of the report, the Board considered what functions would be better delivered if appropriate powers were devolved to regional level.

### **Decision**

- 1) That the report, and that further reports would be received at future meetings, be noted.
- 2) That during future reporting consideration be given to what functions could be delivered better at a regional level.
- 3) That authority be delegated to the Partnership Director to act on SEStran's behalf in the current ongoing discussions on regional governance models to the fullest extent possible.

(Reference – Report by the SEStran Consultant, submitted)

## **A4. Grant Standing Orders**

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The Board considered a report by the Programme Manager seeking approval for revisions to the Grant Standing Orders.

### **Decision**

- 1) That for non-local authority grant awards, the previous grant value approval limit of up to £1m for the Partnership Director should be retained; and that for grants to local authorities the authority of the Partnership Director should be raised to £1.5million, subject that any grant award with a value of £1m - £1.5m be authorised in consultation with the Chair of the Partnership Board.
- 2) That subject to the above, the revisions to the Grant Standing Orders be approved and the Partnership Director is instructed to make the changes.

(Reference – Report by the Programme Manager, submitted)

## **A5. People and Place Programme**

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The Board received a report by the Programme Manager presenting updates to the People and Place Delivery Plan for 2026/27 and sought approval for grant eligibility criteria and the assessment process for the related grant funds.

During consideration, the Board was asked to consider an additional recommendation that was not contained within the report to read:-

““where projects support installation of cycle storage and/or workplace initiatives outside the public sector, it is expected that match funding of 50% is provided by the benefitting organisation(s). Exceptions to this can be made by SEStran on a case by case basis for smaller organisations and/or third sector organisations if sufficient justification can be provided.”

### **Decision**

- 1) That the content of the report be noted.
- 2) That the changes listed, at paragraph 3.3 of the report, to the People and Place Delivery Plan be approved, with the ability to vary the project section of eligibility criteria to be delegated to the Partnership Director, as set out in paragraph 3.4 of the report.
- 3) That authority be delegated to the Partnership Director for setting 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.
- 4) That the eligibility and assessment criteria, for grants to third parties, as detailed at Appendix 2 to the report, be approved with the Partnership Director delegated the authority to vary the project section of the eligibility criteria as set out in paragraph 4.9 of the report.
- 5) That the eligibility and assessment criteria for the Community Grant Fund, as detailed at Appendix 3 of the report, be approved with the Partnership Director delegated the authority the ability to vary these criteria to support joint working with other regional transport authorities, as set out in paragraph 4.12 of the report.
- 6) That it be agreed that where projects support installation of cycle storage and/or workplace initiatives outside the public sector, it is expected that match funding of 50% is provided by the benefitting organisation(s). Exceptions to this can be made by SEStran on a case-by-case basis for smaller organisations and/or third sector organisations if sufficient justification can be provided.

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

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

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The Board considered a report by the Business Manager informing it of the process for the recruitment of Non-Councillor Members for the new term serving 2026 – 2030. The report also sought approval for the appointment of a Councillor Member to the Recruitment Panel for Non-Councillor Member vacancies.

### **Decision**

- 1) That the Recruitment Panel for the recruitment of three new Non-Councillor members, consisting of the Chair of the Partnership Board, the Partnership Director and a Councillor Member, be approved.

- 2) That Councillor Russell Imrie be appointed to the Recruitment Panel as the Councillor Member.
- 3) 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 Boards (Scotland) Act 2018.

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

## **A7. Scotland's Draft Climate Change Plan Consultation**

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The Board considered a report by the Projects Officer informing it that the Scottish Government was consulting on its Draft Climate Change Plan, which included a revised approach to car use reduction. The report sought Board members' views which could be included in the formal response to the consultation.

### **Decision**

- 1) That the draft version of Scotland's Climate Change Plan be noted.
- 2) That individual comments to the consultation be submitted to the SEStran team by 22 January 2026.
- 3) That it be noted that the SEStran response to the consultation will be reported to the next meeting of the Partnership Board.

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

## **A8. Programme of Meetings 2026**

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The Board received a report by the Business Manager presenting proposed dates for meetings of the Partnership Board, the Performance and Audit Committee and the Stakeholder Liaison Group for 2026.

### **Decision**

- 1) That the proposed programme of meetings for 2026, as detailed in the report, be approved.
- 2) That the hosting arrangements for future meetings, as detailed in the report, be noted.

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

## **A9. Date of Next Meeting**

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The Board was reminded that its next meeting would be held on Friday, 13 March 2026 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. SEStran Consultation Responses**

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

**Decision**

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

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

## **B2. Risk Management**

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The Board considered a report by the Business Manager providing the quarterly update on SEStran's Corporate Risk Register.

### **Decision**

That the content of the report be noted.

(Reference – Report by the Business Manager, submitted)

## **B3. Projects Report**

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The Board considered a report by the Programme Manager providing an update on the performance of the Partnership's strategy and project workstreams in quarter 2 of 2025/26.

### **Decision**

That the content of the report be noted.

(Reference – Report by the Programme Manager, submitted)

## **B4. Climate Change Duties Report**

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The Board received a report by the Project Officer reminding the Board that 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) Amendments Order 2020 to report greenhouse gas emissions that result from its organisational activities and services with the report providing a summary of SEStran's carbon emissions for 2024/25, explaining changes from the previous year and providing a summary of targets for 2025/26.

### **Decision**

That the content of the report be noted.

(Reference – Report by the Project officer, submitted)

At the conclusion of the meeting the chair informed the Board that Linda Bamford, Non-Councillor Member, had submitted a number of questions in advance of the meeting across a number of agenda items. The Chair confirmed that a written response to the questions would be sent to Linda Bamford.