SEStran
South East of Scotland
Transport Partnership

TERMS OF REFERENCE – SEStransit Project Board

Title

The Project Board shall be called the "SEStransit Project Board".

Purpose

The purpose of the Board is to:

- Approve the output from Stage One of the SEStransit Programme Level Strategic Business Case (SBC) to be completed by the end of March 2026
- Approve the scope for completing the Programme Level SBC
- Confirm the ongoing support of their respective organisation as the project develops, by ensuring senior officer representation and elected representative buy in
- Make applications (or joint applications where appropriate) for external funding to assist the Project, with SEStran taking the co-ordination lead
- Approval of the Programme Level SBC, subject to funding.

In the interests of delivering at pace, any decisions / notes taken at a meeting will be considered final and will only be revisited at the discretion at the Chair, and only then if new information becomes available.

Membership

The membership of the Board shall be

Name	Organisation	Email Address
Brian Butler	SEStran	brian.butler@sestran.gov.uk
Stuart Cullen	Clackmannanshire Council	scullen@clacks.gov.uk
Gareth Barwell	City of Edinburgh Council	Gareth.barwell@edinburgh.gov.uk
Tom Reid	East Lothian Council	treid@eastlothian.gov.uk
Douglas Gardiner	Falkirk Council	Douglas.Gardiner@falkirk.gov.uk
John Mitchell	Fife Council	john.mitchell@fife.gov.uk
Kevin Anderson	Midlothian Council	Kevin.anderson@midlothian.gov.uk
John Curry	Scottish Borders Council	John.curry@scotborders.gov.uk
David Maule	West Lothian Council	David.maule@westlothian.gov.uk
Matthew Spence	Network Rail	matthew.spence@networkrail.co.uk

Fiona Brown	Transport Scotland (in observer/advisory capacity only)	fiona.brown@transport.gov.scot

In the event of any of the above members being unable to attend a Board meeting, they may delegate authority to an appropriate colleague, giving prior notice to the Secretariat wherever feasible.

The Board shall allow observers from other organisations to attend as agreed.

Supporting the Board will be the following Technical Advisors as appropriate:

- Transport Scotland: Transport Scotland's role will be to provide guidance in relation to alignment with national policy including STPR2, technical aspects of business case preparation and in relation to its responsibilities on behalf of Ministers in relation to the trunk road and rail networks. Given the above, it should be taken that Programme Board approval only relates to Regional Partners unless explicitly stated that Transport Scotland approval has been granted.
- Project Manager
- Consultants

Chairing arrangements

The Board shall be chaired by Brian Butler

The Board will initially identify a depute/election of chair in absence of Chair

Frequency of meetings

Meetings shall be held every 4-8 weeks, with the initial meetings schedule to be agreed at the first Board meeting, and subsequently as required.

Subject to reporting and funding requirements there is a provision for special meetings for urgent matters to be considered.

A minimum of 2 weeks notice will be provided for the date and timing of a Board meeting, unless there is a reason to meet more urgently, in which case the maximum amount of notice will be given.

Quorum

A minimum of the greater of 6 or 66% of the organisations must be represented to constitute a meeting.

Secretariat

SEStran will provide the secretariat support to the Board.

Agenda and Board papers will be issued 5 working days prior to the Board Meetings.

Minutes of Board Meetings will be issued within 5 working days of the meetings and will be approved for accuracy at the next meeting.

Agenda formation

Standing Items

- Previous Notes and Actions
- Progress Report from the Project Management Team/Consultants
- Approvals
- Budget and Risk

The Chair shall have discretion to include additional agenda items

Sub-groups/working groups

A Steering Group has been formed that consists of senior officials from the constituent Local Authorities, Transport Scotland and Network Rail. This Group will meet approximately every 4-6 weeks during the course of the Programme Level SBC. The role of this group is to provide technical input and comments on the work carried out and act as a conduit to wider input required from the constituent organisations . Notes of the Steering Group meetings will be circulated to the Project Board, along with a status report in advance of each Board Meeting.

It is not expected that any Sub-Groups will be required, although the Board will have the authority to do this if felt necessary.

Voting mechanism

General provision that is that a consensus will be reached on all pertinent decision points.

If required a voting system will be deployed, where each organisation will receive one vote. In the case of a tied vote, the Chair will have the casting vote.

As outlined above. Transport Scotland's advisory role will not include taking part in any votes.

Confidentiality/publication of documents

The general operation of the Project Board could be the subject of a Freedom of Information/Environmental Information Regulation request, and the organisations shall notify each other of any relevant FOI/EIR requests.

All organisations will comply with data protection requirements in their dealings with the subject matter of the Board.

Any confidential documents will be clearly identified and noted during the course of discussion and minuting of the Board Meetings, and all Members undertake to respect any requirement for confidentiality, subject to FOI/EIR obligations.

SEStran
South East of Scotland
Transport Partnership

Review

To be kept under review at least every 6 months to ensure fit for purpose.

Exit Strategy

At the first Board Meeting the Members will agree the terms of membership and the requirement for any exit strategy.