SESTran
South East of Scotland Transport Partnership

PROJECT AND STRATEGY DELIVERY OVERSIGHT SUBGROUP

Virtual Meeting via Microsoft Teams on 29th September 2026, 2PM

PRESENT:	Name	Organisation Title
	Simon Hindshaw	Non-Councillor Member
	John Scott	Non-Councillor Member

IN ATTENDANCE:	Name	Organisation Title
	Brian Butler	SEStran
	Michael Melton	SEStran
	Rachael Murphy	SEStran
	Rebecca Smith	SEStran

Action by

1. ORDER OF BUSINESS

Agreed a revised order at the start of the meetings as per these minutes

2. APOLOGIES

Apologies were submitted on behalf of Councillor Tom Conn and Councillor John McMillan

3. DECLARATION OF INTERESTS

None.

4. MINUTES OF THE SUBGROUP – 24 April 2026

Agreed as presented

5 ACTIONS FROM THE LAST MEETINGS

Completed.

6 PROJECT MANAGEMENT INTERNAL AUDIT – Report by Michael Melton

Report was noted and Michael thanked John Scott for his correction via email on the timelines.

7. BUSINESS PLAN 2027/28 – Verbal update by Rachael Murphy and Michael Melton

Rachael and Michael reviewed their proposal for developing the business plan.

21 October: *What Went Well* and *Even Better If* session with the team
Mid-November: PaSDOS feedback through the same workshop format; consider budget preparation

Expected outputs
Bus: Bus Board will set direction, at meeting in January 2027
PPP: Drafting underway; to be shared with PaSDOS in November
TtE: Funding to be confirmed
TtH: FT Officer and OBC development following from this year's funding
SEStransit and RTSDP: Work plans ongoing from this year's activity
Comms and Innovation: Comms plans to compliment six programmes. Innovation funding to monitor upcoming transport trends.

Simon recommended considering the Regional Authority business-planning process and placing regionalism at the centre of all work. The plan should include clear deliverables, such as a transport model.

8. 2025/26 PROJECT CLOSE REPORTS

a) SEStran at Twenty – Report by Rachael Murphy

b) SCOTZED – Report by Rebecca Smith

c) Go Ebike/Regional Bike Share - Report by Michael Melton

Feedback from members:

- Review how similar events should be delivered in future, building on previous work and considering an appropriate frequency. Its purpose should be to maintain awareness of SEStran and demonstrate the role it plays and could play. Future activity should be undertaken when there is a specific message or development to communicate, rather than on a fixed cycle. RM
- Consider how project closure reports should be shared, including whether they could be incorporated into the annual report or included as a Partnership Board B-agenda item. MM

- Ensure that the wider benefits of SEStran's work are clearly identified before commencing individual, one-off projects.
- Complete closure reports at the end of each project, once all related activities have been finalised.

9. DATE OF NEXT MEETING

Michael to follow up with the chair once plans for additional board meeting is known — MM