

PARTNERSHIP BOARD MEETING
17TH MARCH 2006

Held at the Westfield Stadium, Falkirk.

Present

Cllr Carol Bartholomew	West Lothian Council
Cllr Angus McDonald	Falkirk Council (Substitute for Cllr Bryson)
Cllr Andrew Burns	City of Edinburgh Council
Cllr Neil Calvert	Scottish Borders Council
Cllr Eddie Carrick	Clackmannanshire Council
Cllr Gordon Edgar	Scottish Borders Council
Cllr Pat O'Donnell	East Lothian Council (Substitute for Cllr Hampshire)
Cllr Russell Imrie (Chair)	Midlothian Council
Cllr Dave King	West Lothian Council
Cllr Antony Martin	Fife Council
Cllr George Matchett QPM	Clackmannanshire Council
Cllr Alice McGarry	Fife Council
Cllr Jim Muirhead	Midlothian Council
Cllr Jim Philp	Fife Council
Cllr Bishop Shepherd	East Lothian Council
Cllr Robert Spears	Falkirk Council
Cllr Phil Wheeler	City of Edinburgh Council

In Attendance

Mr John Angell	Falkirk Council
Ms Julie Cole	Falkirk Council
Mr Pete Collins	East Lothian Council
Mr John Connarty	City of Edinburgh Council
Ms Rebecca Daddow	SESTRAN Secretariat
Ms Natasha Farrell	Scottish Executive
Mr Andrew Ferguson	Fife Council
Mr Trond Haugen	Fife Council
Mr Graeme Malcolm	West Lothian Council
Dr Bob McLellan	Fife Council
Mr Phil Noble	City of Edinburgh Council
Mr David Peace	SESTRAN Secretariat
Mr Keith Rimmer	City of Edinburgh Council
Ms Jenny Simpson	Falkirk Council
Mr Roger Stewart	SESTRAN Secretariat
Mr Karl Vanters	Midlothian Council
Mr Stuart Wilson	Falkirk Council
Mr Brian Young	Scottish Borders Council

1. Order of Business

The order of business was as set out in the Agenda.

2. Apologies for absence

Apologies for absence were received from: Cllr M Child, Cllr L Marshall, Cllr R Bryson, Cllr N Hampshire and Cllr A Jackson.

3. Declarations of Interest

Cllr Wheeler declared an interest as a director of **tie** Limited.

4. Minutes of the Meeting of 17th February 2006

The Minutes were approved as an accurate record of the meeting.

5. Matters Arising from the Minutes

Item 5: SESTRAN Corporate identity. Cllr Imrie reported that the Chair and Vice Chairs were considering designs for the new SESTRAN logo and it was anticipated that a recommendation would be brought forward to the next Partnership meeting.

Item 6d: Sustainable Travel / Travel Plan Officer. Ms Farrell reported that the Scottish Executive would be issuing a grant offer letter within the next two weeks which would provide more details about the outcomes expected from the Travel Planning Officer appointment.

Item 9: Partnership offices. Mr Ferguson reported that the lease on the Macdonald Road, Edinburgh premises was in course of preparation. Mr Peace reported that the Secretariat were obtaining quotations for fitting out and equipping the offices

Item 9a: High speed rail link. Mr Haugen reported that he had contacted the Greengauge21 initiative as requested. He had received a positive response and an exploratory meeting was to be held to discuss working together.

Matter arising from the Minutes of the meeting of 19th December 2005

Cllr Imrie reminded the meeting that the Management Team had been tasked with preparing a report on the options for provision of communications and public relations functions for the Partnership. A report would be presented at the April meeting.

Matter arising from the Minutes of the meeting of 20th Jan 2005. Cllr Imrie reported that the Partnership's financial advisers, the City of Edinburgh Council, had intended to present draft financial regulations to the present meeting, but these had been delayed and would now be presented to the next meeting in April.

6. Capital Award for 2006/07

a) Draft Minutes of Work Planning and Delivery Group, 2nd March 2006

The meeting noted the minutes which were provided for information and to provide the background for the following Item.

b) Proposed Allocation of Award

Mr Malcolm spoke to the circulated paper and reported that the Work Planning and Delivery Group had met twice to discuss and refine the list of proposed projects to be recommended to the Scottish Executive for funding from the capital award to SESTRAN of £19.228m over the next two years. The list of recommended projects was submitted to the Partnership for approval as an Appendix to Mr Malcolm's report.

The proposed projects had been grouped according to the mode of transport to which they mostly related, e.g. cycling, bus, rail etc. The aggregate value of the proposed projects listed exceeded the total award, but this was to allow for slippage.

Mr Malcolm explained that the Bus Tracker Extension Scheme included an element of testing to compare different systems in use across the SESTRAN area, but mainly related to implementation.

In discussion, Cllr Burns expressed concern about availability of funding after 2007/'08 to complete capital projects started in the first two years. He was also concerned to ensure that the ongoing revenue consequences of capital schemes should be borne in mind.

Dr McLellan reported that the Scottish Executive had stated that it was inappropriate to spend the capital allocation on feasibility studies, but further clarification on this point was awaited. Mr Rimmer said there was still some work to be done on details of the proposals, particularly those listed in the letter of 9 March from the Scottish Executive which was circulated with the report.

Decision

The Partnership approved the list of proposed projects for funding and agreed that following the completion of further detailed work to be undertaken by officers, the list should be submitted to the Scottish Executive for approval. The Partnership further agreed that a report on progress with capital projects should be considered at each future meeting.

7. Recruitment and Selection of Other Members

The Partnership considered a circulated report from the Secretariat on progress towards the appointment of Other Members. Mr Peace reported that interviews had been held on 10th and 16th March, and one further interview was scheduled for 30th March. Thereafter it was expected that a list of suitable candidates would be submitted to the Minister for selection and appointment.

The Partnership noted the position.

8. Staffing

a) Recruitment of Partnership Director

Dr McLellan spoke to a circulated report from City of Edinburgh Council on progress by the Recruitment Sub-Group towards the appointment of a

Partnership Director. The post had been advertised and interviews would take place on 31 March. It was expected that a formal recommendation for the appointment would be made to the next Partnership Meeting.

The Partnership noted the position.

b) Recruitment of Sustainable Travel / Travel Planning Officer

Introducing a paper about the recruitment of a Sustainable Travel / Travel Planning Officer, Cllr Imrie reported that Falkirk Council was providing human resources support for the appointment. Ms Simpson spoke to a circulated paper. The Partnership noted the position and agreed to a suggestion from Cllr Wheeler that the vacancy should be advertised in *the Herald* in addition to the publications listed in the report.

9. Interim management of consultancy services to assist in the preparation of the SESTRAN RTS.

Mr Malcolm spoke to the circulated paper and reported that the consortium led by MVA had been appointed as Consultants to support the formation of the Partnership's Regional Transport Strategy. The paper recommended the formation of a Council officers' group and a Member / Officer steering group to oversee the work of the consultants. It was anticipated that the Partnership Director after appointment might wish to review these arrangements and bring forward alternative proposals. In discussion, the involvement of Members in the process was welcomed.

Decisions

The Partnership noted the appointment of MVAS to conduct the consultancy and approved the formation of the Officer and Member/Officer groups subject to the addition of a representative from the Sustainable Travel Group to the membership of the Officer group. The Partnership noted that the consultants would be asked to make a presentation to the next Partnership meeting.

10. Scottish Executive funding for Long Distance Cycling, including Round the Forth Route.

Mr Angell spoke to the circulated paper, reporting that match funding offered by the Scottish Executive for this project was not part of the 2006/07 SESTRAN capital funding award, and drawing attention to the continuing involvement of Stirling and Perth and Kinross Councils in the funding arrangements. A cycling officer would be appointed by Falkirk Council to work with all councils involved in the cycling projects.

Decision

The Partnership approved the recommendations of the paper regarding the allocation of funding, and agreed that oversight of the cycling projects should be undertaken by the Sustainable Travel Group.

11. Car share Scheme

Mr Peace spoke to the circulated paper and reported that the Strathclyde Partnership for Transport had withdrawn from its involvement in previous proposals for procuring a joint car share scheme. As a result, it was now proposed to proceed with a new procurement initiative for SESTRAN only. Funding was available for initiating the scheme, the Scottish Executive having agreed to carry forward the £160,000 allocation from the 2005/06 budget to 2006/07. In discussion it was felt that since Perth & Kinross and Stirling Councils had been involved in the formation of the scheme when part of the voluntary SESTRAN, an invitation should be accorded to the Tayside and Central Scotland Transport Partnership to join the scheme. Members also wished to be reassured about the ongoing operational and marketing costs of the scheme after the initial implementation.

Decisions

The Partnership approved the recommendations of the paper that the Sustainable Travel Group should now procure a car share scheme for SESTRAN; that the Travel Plan Officer shortly to be recruited with Scottish Executive funding should manage the scheme; and that the scheme should continue to be marketed after the initial funding period.

12. Rail Projects Update

a) Draft Minutes of the Rail Group meeting, 24th Feb 2006

The Partnership noted the draft minutes which were circulated for Members information.

b) Towards a SESTRAN Rail Strategy

Mr Haugen spoke to the circulated paper containing update reports on current rail projects, and reported that these projects would come under consideration within both the Regional and National Transport Strategies. In response to a question from Cllr Wheeler, Mr Haugen agreed to include the Edinburgh South Suburban Line in future reports.

The Partnership noted the contents of the report.

13. Corporate Governance

a) Notice of intention to amend the Standing Orders

Mr Ferguson spoke to the circulated paper and appendix setting out proposed changes to the Standing Orders. Mr Ferguson requested that Members send any further suggestions for changes to the Standing Orders to him by Friday 31st March.

The Partnership noted the contents of the report.

b) Committee Structure for SESTRAN

Mr Stewart spoke to the circulated paper proposing the establishment of a sub-group to develop proposals for Committee Structure for the Partnership for consideration at the June meeting

Decision

The Partnership noted the contents of the report and approved the formation of the Sub-Group.

c) Member Induction and Training

Mr Stewart spoke to the circulated paper and reported that the Scottish Executive had agreed to support the training and induction conference for Regional Transport Partnership members which was to be held on Thursday 11th May at the Dunblane Hydro Hotel. Tavish Scott MSP, Minister for Transport, would provide the keynote address. All members and substitute members of the seven Partnerships would be invited to attend. Further details would be issued shortly, and members were requested to note the date in their diaries.

The Partnership noted the contents of the report.

d) Partnership Corporate Governance: Policies and Documents Update

Mr Stewart spoke to the circulated paper containing a list of policy and governance documents which were in course of preparation. It was expected that the majority of the documents would be ready for submission for formal approval by the Partnership at the next meeting.

The Partnership noted the contents of the paper.

14. Proposed calendar of Partnership meetings

The Partnership approved proposals from the Secretariat that with effect from June 2006, Partnership meetings would be held every two months on the third Friday of the month, assembling at 9.30 a.m. for a 10.00 a.m. starting time. It was hoped that meetings from June 2006 onwards would be held at the new offices in Macdonald Road, Edinburgh.

15. Date of next meeting

Because of another commitment affecting a number of members, the Partnership agreed to postpone the next meeting from 7th April 2006 until 21st April. The Chairman offered premises within Midlothian as the venue for the meeting.