

PARTNERSHIP BOARD MEETING  
21<sup>ST</sup> APRIL 2006

**Held at the Scottish Mining Museum, Newtongrange,  
Midlothian.**

**Present**

Cllr Carol Bartholomew	West Lothian Council
Cllr David Bryson	Falkirk Council
Cllr Neil Calvert	Scottish Borders Council
Cllr Eddie Carrick	Clackmannanshire Council
Cllr Gordon Edgar	Scottish Borders Council
Cllr Russell Imrie (Chair)	Midlothian Council
Cllr Allan Jackson	City of Edinburgh Council
Cllr Dave King	West Lothian Council
Cllr Antony Martin	Fife Council
Cllr Harry McLaren	Clackmannanshire Council (substitute for Cllr George Matchett)
Cllr Alice McGarry	Fife Council
Cllr Jim Muirhead	Midlothian Council
Cllr Jim Philp	Fife Council
Cllr David Costello	East Lothian Council (substitute for Cllr Bishop Shepherd)
Cllr Angus Macdonald	Falkirk Council (substitute for Cllr Robert Spears)
Cllr Phil Wheeler	City of Edinburgh Council

**In Attendance**

Mr John Angell	Falkirk Council
Mr John Connarty	City of Edinburgh Council
Ms Natasha Farrell	Scottish Executive
Mr Andrew Ferguson	Fife Council
Mr Paul Ince	East Lothian Council
Mr Graeme Malcolm	West Lothian Council
Dr Bob McLellan	Fife Council
Mr Douglas Muir	Midlothian Council
Mr David Peace	SESTRAN Secretariat
Mr Keith Rimmer	City of Edinburgh Council
Mr Roger Stewart	SESTRAN Secretariat
Mr Mac West	Clackmannanshire 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 N Hampshire, Cllr A Burns, Cllr G Matchett, Cllr B Shepherd and Cllr R Spears.

**3. Declarations of Interest**

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

**4. Presentation**

MVA, the Consultants appointed to assist SESTRAN in the production of the new Statutory Regional Transport Strategy (RTS), had been invited to make a presentation to the Partnership at the outset of their work. The Chairman welcomed the MVA representatives and looked forward to working with them on the production of a comprehensive, bold and forward-looking strategy.

At the request of members, MVA agreed to provide copies of their presentation slides for circulation with the agenda.

In discussion after the presentation, the Partnership agreed that it was essential to remove politics and parochialism in the consideration of issues relating to the RTS. It was further considered essential to engage with the general public, including harder-to-reach sections such as young people, and with the media, to assist in arriving at a RTS that reflected the needs of the population. The local and expert knowledge of Councillor and Other Members would be a valuable resource available to the consultants.

**5. Minutes of the RTP Meeting of 17<sup>th</sup> March 2006**

The Minutes were approved as an accurate record of the meeting

**Minutes of the Management Team of 24 March 2006**

The Minutes were noted.

**6. Matters Arising from the Minutes**

There were no matters arising that were not included in the Agenda.

**7. Capital Award for 2006/07**

Mr Malcolm gave a verbal update. He reported that the proposed list of projects to be funded from the Section 70 Award had been submitted to the Scottish Executive (SE) for approval as agreed at the last RTP meeting. There had been one or two minor queries raised by the SE, but these had been dealt with and the Minister had now approved the list. The programme could now thus be progressed and the Work Planning and Delivery Group would meet shortly to co-ordinate and monitor the programme and would make quarterly progress reports to the Partnership.

The Partnership noted the position.

**8. Recruitment**

**a) Recruitment and Selection of Other Members**

The Partnership received a circulated report from the Secretariat on the recruitment and selection of Other Members. Ms Farrell reported that following recommendations from the Regional Transport Partnerships, the Minister for Transport had now offered appointments to Other Members and that formal letters of appointment were being prepared and should be with the appointees very soon.

Cllr Imrie was pleased to note that the seven candidates put forward by the Recruitment Sub-Group had all been selected by the Minister and he looked forward to their input into the Partnership. The seven Other Members were named as follows, such information to remain confidential pending the formal issue and acceptance of the appointments:

Mr Charles Anderson – Ex Chief Executive of Teesdale District Council  
Mr Graham Bell – Freelance Press and PR Consultant, Edinburgh Chamber of Commerce  
Mr Phillip Flanders – Director, Road Haulage Association  
Mr John Martin – Ex Head of Scottish Executive Transport Group  
Mr Jim McFarlane – Senior Director, Operations, Scottish Enterprise East.  
Mr Neil Renilson – Chief Executive of Lothian Buses  
Mr Sandy Scotland – Chartered Accountant, Director Cycling Scotland and Co-ordinator of SPOKES Planning Group

The Partnership noted the position.

#### **b) Recruitment of Partnership Director**

Cllr Imrie spoke to the circulated paper. He reported that the first advertisements and interviews had not produced a suitable candidate for appointment as Partnership Director. Thus the post had been re-advertised at a higher salary level with further flexibility possible though a package that could be negotiated. This flexibility was important so that a suitable person would not be lost for the sake of a small difference in what was sought against what was offered. It was hoped to be able to recommend a suitable candidate for approval at the June meeting.

#### Decision

The Partnership approved the decision of the Recruitment Sub Group to vary the salary to be offered for the post, and noted the current position.

#### **c) Proposed Terms and Conditions of Employment**

Referring to circulated papers prepared by Falkirk Council containing proposed Terms and Conditions of Employment for the Partnership's Chief Officer and for other employees, Cllr Imrie proposed continuing this item to allow all Members to provide any comments to the Secretariat by the end of April. Cllr Imrie also proposed that the Chair and Vice-Chairs be tasked to consider the paper in more detail and report back to the Partnership.

#### Decision

The Partnership agreed that the Chair and Vice-Chairs, supported by officers and the Partnership's advisers, should consider the proposed Terms and Conditions, including any comments thereon received from Members, and make recommendations to the Partnership at its meeting in June 2006.

#### **9. Car Share Scheme**

Mr Peace spoke to the circulated paper about procurement of a Car Share Scheme. Pre selection forms were being issued to interested parties with a closing date for return of 1 May 2006. A further progress report would be brought to the 16 June meeting, although a successful service provider might not be identified by then.

The Partnership noted the position.

#### **10. Premises Update**

Mr Peace gave a verbal update on progress with leasing and commissioning of the Partnership's offices. It was now expected that the lease would be concluded in the first week in May. A comprehensive specification had been prepared for the fit out and equipping of the premises and was to be issued to contractors for provision of quotations. Mr Peace reported that it was unlikely that the premises would be ready in time for the 16 June RTP meeting.

In response to Cllr Imrie's request, West Lothian Council offered to host the next RTP meeting on 16 June in Linlithgow.

The Partnership noted the report and the venue for the next meeting.

#### **11. External Relations**

##### **a) PR and Communications**

Mr Peace spoke to the circulated paper. Since the paper had been issued, Fife Council had withdrawn its expression of interest in providing PR and communications services to SESTRAN, leaving City of Edinburgh as the only Council which had expressed interest.

Cllr Imrie requested that any councils which had not yet replied to the Secretariat should do so by 28 April 2006.

##### Decision

The Partnership agreed that the Secretariat and the Chair of the Management Team should draw up a specification for the provision of PR and communications services. This should then be issued to the councils which had indicated an interest, and to selected external contractors for comparison. A report was to be brought back to the next meeting.

##### **b) Corporate Identity**

Mr Stewart spoke to the circulated paper and tabled colour versions of the recommended SESTRAN logo. There followed a discussion in which Cllr

Edgar expressed his dislike of the proposed logo, and other members suggested possible improvements.

Decision

The Partnership approved the design in principle and agreed that further development work should be carried out to improve the proposed design taking account of Members' comments. A revised design should be submitted to the 16 June meeting.

## **12. Corporate Governance**

### **a) Proposed Amendments to the Standing Orders**

Mr Ferguson spoke to the circulated paper. He reported that the main changes proposed to the Standing Orders concerned changes to the spending limits under the Contracts and Tenders section, and that Financial decisions should be referred to the Treasurer rather than the Partnership Director. After comments from Cllrs Calvert, Wheeler, Costello and Bryson, Cllr Imrie suggested that Members should make any further comments directly to Mr Ferguson and that this item should be continued for decision at the next meeting.

Decision

The Partnership agreed to continue the paper for decision at the next meeting.

### **b) Proposed Financial Rules**

Mr Connarty spoke to the circulated paper. In discussion, Cllr Bartholomew queried the proposal to pay a lower mileage allowance to Members than had been proposed for employees of the Partnership. Mr Connarty agreed to look into this discrepancy.

Decisions

In order that the Partnership could transact its business, the following recommendations were approved:

- (ii) that all financial transactions of SESTRAN should be processed through the financial systems operated by the City of Edinburgh Council.
- (iii) that the Treasurer and the Chair and Vice Chairs of the Management Team should have authority to incur expenditure approved by the Partnership.
- (iv) the estimate of transitional costs as submitted, subject to increasing the recruitment advertising costs for the Partnership Director from £10,000 to £20,000.
- (v) the proposed arrangements for payment of expenses to Members.

The Partnership further agreed to continue recommendation (i) to adopt the proposed Financial Rules for decision at the next meeting pending further discussion and further consideration by Mr Connarty.

**c) Member Induction and Training**

The Partnership noted the circulated programme for the Member Induction and Training Conference to be held at Dunblane Hydro Hotel on Thursday 11 May 2006. Cllr Imrie explained that Members, Substitute Members, Officers and Advisers/Consultants were being invited, and urged as many members as possible to attend the Conference. Other Members would be invited as soon as their appointments were confirmed.

Cllr Imrie suggested that a meeting of the Partnership might be held on the evening of 10 May in order to introduce the Other Members and to give further consideration to matters continued from the present meeting.

**d) SESTRAN Policies**

Mr Stewart spoke to the circulated paper.

Decisions

The Partnership noted the contents of this report and adopted the following policies:

- Data Protection Policy
- Equality and Diversity Policy
- Complaints Policy
- Public Interest Disclosure (“Whistleblowing”) policy
- Freedom of Information Policy
- Environmental Information Regulations Policy

The Partnership adopted the Freedom of Information Publication Scheme which had been approved by the Scottish Information Commissioner

The Partnership noted that SESTRAN had been registered under the Data Protection Act 1998

**13. Dates of next meeting**

The Partnership noted dates of future meetings as follows:

- Management Team: 19 May 2006
- Rail Forum: 23 May 2006
- Partnership meeting: 16 June 2006.

Cllr Imrie pointed out that the Rail Forum was open to all Members and was attended by operators as well as constituent council officers. On previous occasions Members has found this a very interesting event for consideration of rail issues.

Mr Stewart reported that the Secretariat was preparing a master programme of SESTRAN meetings and would circulate it when ready

together with indications of submission dates for items to be included on agenda and for papers to be received.