

PARTNERSHIP BOARD MEETING
16TH JUNE 2006

Held in the Council Chambers, County Buildings, Linlithgow

Present	
Charles Anderson	Non-Councillor Member
Cllr Carol Bartholomew	West Lothian Council
Graham Bell	Non-Councillor Member
Cllr David Bryson	Falkirk Council
Cllr Andrew Burns	City of Edinburgh Council
Cllr Maureen Child	City of Edinburgh Council
Cllr Donald Grant	East Lothian Council (Sub for Cllr Shepherd)
Cllr Norman Hampshire	East Lothian Council
Cllr Russell Imrie (Chair)	Midlothian Council
Cllr Allan Jackson	City of Edinburgh Council
Cllr George Kay	Clackmannanshire Council (Sub for Cllr Carrick)
Cllr Lawrence Marshall	City of Edinburgh Council
Cllr Antony Martin	Fife Council
John Martin	Non-Councillor Member
Cllr George Matchett	Clackmannanshire Council
Jim McFarlane	Non-Councillor Member
Cllr Davie Paterson	Scottish Borders Council (Sub for Cllr Edgar)
Cllr Jim Philp	Fife Council
Neil Renilson	Non-Councillor Member
Sandy Scotland	Non-Councillor Member
Cllr Robert Spears	Falkirk Council
Cllr Phil Wheeler	City of Edinburgh Council
Cllr Douglas Younger	Scottish Borders Council (Sub for Cllr Calvert)
In Attendance	
John Angell	Falkirk Council
Alistair Clyne	Fife Council
Jane Findlay	Fife Council
John Connarty	City of Edinburgh Council
Natasha Farrell	Scottish Executive
Andrew Ferguson	Fife Council
Keith Gowenlock	WSP Consultants (For Item 7)
Trond Haugen	Fife Council
Scott Leitham	MVA Consultants (For Item 7)
Kirsty Lewin	Scottish Executive
Stuart Lockhart	tie Limited (For Item 6)
Alex Macaulay	Observer
Graeme Malcolm	West Lothian Council
Bob McLellan	Fife Council
Douglas Muir	Midlothian Council
Keith Rimmer	City of Edinburgh Council

Mac West	Clackmannanshire Council
Brian Young	Scottish Borders Council

Cllr Bartholomew welcomed the meeting to Linlithgow on behalf of West Lothian Council and gave a brief history of the County Buildings.

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 G Edgar, Cllr A McGarry, Cllr D King, Cllr N Calvert, Cllr J Muirhead, Cllr E Carrick, Cllr B Shepherd and Mr P Flanders.

Best wishes for a speedy recovery were sent to Cllr King who was understood to be in hospital.

3. Declarations of Interest

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

4. Minutes

a) Partnership Board 10th May 2006

The Minutes were approved as an accurate record of the meeting

b) Management Team 19th May 2006

The Minutes were noted

5. Matters arising – Taken in Confidence

(Members of the public were requested to leave the meeting for this item)

Cllr Imrie spoke to the circulated paper and reported that the Partnership Director Designate had been chosen by the Recruitment Sub-group and sought agreement that this person be invited to join the meeting.

Following a request by Mr Anderson to explain the recruitment process more fully, Cllr Imrie reported that a good number of quality applicants had applied and a rigorous sifting and interview process had been undertaken. The chosen candidate stood out due to their proven track record within both the public and private sectors and it was felt that this candidate would bring important qualities to SESTRAN. Cllr Imrie reported that the decision to nominate this candidate to the Partnership had been unanimous.

The Partnership approved the recommendations of the paper.

Cllr Imrie welcomed Mr Alex Macaulay to the meeting. Mr Macaulay thanked the Partnership for endorsing him as Partnership Director Designate. Cllr Imrie thanked Mr Rimmer, Mr Angell and Ms Grealis for their input in the recruitment process.

Mr Haugen spoke to a tabled paper on the joint SESTRAN SPT High Speed Rail study. This study had now been delayed until Autumn. Although this delay was regrettable, it might actually work in our favour. Mr Haugen recommended that the study be delayed slightly further to take account of the Caledonian Express report which was due in September, and it could also now take account of the Eddington Report which was due in July.

The Partnership approved Mr Haugen's recommendation to delay the report.

6. Presentation by Stuart Lockhart, tie Limited, Co-ordinator of One Ticket

Mr Lockhart spoke to the presentation on One Ticket. (Please find attached).

Following the presentation a discussion arose about the level of marketing that had been undertaken for OneTicket. All Local Authorities agreed to discuss with their relevant departments the resources that might be available to advertise One Ticket within their areas. Mr Lockhart agreed to send the relevant information to the Local Authorities to enable this to happen.

Cllr Imrie thanked Mr Lockhart for his attendance and presentation.

7. Regional Transport Strategy

a) Update presentation by MVA

Mr Leitham spoke to the presentation and updated the Partnership on the RTS progress to date. (Please find presentation attached). The presentation would be available on CD from Monday 19 June.

In the following discussion it was agreed that the Chair be remitted to write a letter to the Scottish Executive, (SE), if deemed necessary, stating that, although SESTRAN were making every effort to meet the timetable, as a precautionary measure, the letter should be taken as an application for an extension period for the production of the RTS. As no Partnership meeting would be taking place until after the deadline for submission of an extension application, this was agreed to be a sensible option.

b) Report from RTS Steering Group

Mr Clyne spoke to the circulated paper and reported that the RTS objectives had been discussed by the Work Planning and Delivery Group (WPDG). The Partnership approved the draft Issues and Objectives Report subject to altering the phrase "City regions" to read "economic regions"; specific mention of "Rural Areas" under "Accessibility"; ensuring that the key objectives in the RTS reflected the relative priority of those set out in the SE guidance.

8. Capital Funding Award

Mr Malcolm reported that since the approval of the 06/07 SESTRAN Capital Spending Plan, work had been ongoing in producing spending

profiles. Mr Connarty was continuing to work with the WPDG to finalise these profiles.

9. Staff appointments

a) Travel Planning Officer

Ms Farrell reported that the Scottish Executive hoped to issue letters regarding the Travel Planning Officers next week. It was reported that the letters would not provide a person specification for the Partnerships, but would list the outcomes that the Officer would be expected to achieve.

b) Terms and Conditions of Employment

Cllr Imrie reported that the Terms and Conditions of Employment as drafted by Falkirk Council HR had been deferred to allow the Partnership Director the opportunity to review and have input.

10. National Transport Strategy Consultation

Mr Malcolm spoke to the circulated paper. He reported the difficulties each Council was experiencing in answering all 65 questions of the consultation and this problem would only be magnified for a SESTRAN response. However, the importance of a SESTRAN response was recognised and the Partnership agreed to delegate to the WPDG the task of drawing together comments from the constituent councils and preparing a SESTRAN response. Members were asked to submit comments to the Secretariat for inclusion as soon as possible.

In response to a specific question from Cllr Marshall Mr Haugen agreed to investigate whether Rail stations were subject to rates.

11. SESTRAN Secretariat

(The Secretariat withdrew for this Item)

Dr McLellan spoke to the report, which dealt with current and projected arrangements for the delivery of administrative and secretarial services to SESTRAN.

The Partnership agreed to:

- Extend CDU Limited's existing contract for administration / secretariat services, website services and clerk role from the end of August to December 2006
- Terminate the 'transition' services element of works carried out by CDU Limited as of 30th June 2006.
- Remit to the Partnership Director, to evaluate options for the provision of administrative / secretariat services and bring a report back to the Partnership.
- Delegate to the Partnership Director the procurement of any other services for SESTRAN in line with para 2.7.
- Note that a provision of £85k has been allocated for in the Partnership's revenue budget for 2006/07 for these functions and that the costs associated with extending CDU Limited's contract until December 2006 can be contained within the amount.

12. SESTRAN Office Premises

Mr Peace reported that tenders had been received from various organisations for equipping and furnishing the office premises and that preferred bidders had been identified. Further detailed discussions would be held with the Preferred Bidders next week to finalise the works programme. Mr Peace reported that, although every effort would be taken to conclude the works by the end of July, it was possible that the works would carry on into August and thus the next Partnership meeting may require to be hosted by a constituent council.

The Partnership noted the position

13. SESTRAN Communications

a) Public relations and external communications

Mr Stewart reported that the Secretariat had drafted a specification for the PR that had been discussed with the Chair, Dr McLellan, Graham Bell and Mr Macaulay. It was hoped that a revised specification would be available for the Partnership at the next meeting.

b) Logo and Corporate Identity

Mr Stewart reported that the logo had been reworked in accordance with the comments received at the last Partnership meeting.

It was agreed to remit the final decision on the logo options presented to the Partnership Director Designate.

14. AOCB

Mr Haugen spoke to the tabled paper on Rail Issues. On the subject of the Cross Country Rail Franchise, the Partnership delegated the Rail Group to respond to the consultation paper.

On the issue of the Channel Tunnel Initiative, (CTI), the Partnership agreed that the Chair should represent SESTRAN with Cllr Philp, who already attended the Group, acting as the Chair's substitute if required. CTI was a forum for all UK rail matters, despite the title, and High Speed Rail Links was becoming an increasingly important topic for them.

15. Dates of next meetings

- **SESTRAN Management Team, Monday 24 July 2006**
- **SESTRAN Partnership Meeting, Friday 18 August 2006**
- **Proposed Programme of future meetings (See attached programme which has been developed by the Secretariat in consultation with the Chair and Partnership Director Designate)**