

PARTNERSHIP BOARD MEETING
18TH AUGUST 2006

**Held in the SESTRAN Offices, 8b McDonald Road, Edinburgh,
EH7 4LZ**

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 Neil Calvert	Scottish Borders Council
Cllr Eddie Carrick	Clackmannanshire Council
Cllr Maureen Child	City of Edinburgh Council
Cllr Gordon Edgar	Scottish Borders Council
Phil Flanders	Non-Councillor Member
Cllr Donald Grant	East Lothian Council (Sub for Cllr Shepherd)
Cllr Norman Hampshire	East Lothian Council
Cllr Russell Imrie (Chair)	Midlothian Council
Cllr Dave King	West Lothian Council
Cllr Lawrence Marshall	City of Edinburgh Council
Cllr Antony Martin	Fife Council
John Martin	Non-Councillor Member
Cllr George Matchett	Clackmannanshire Council
Cllr Alice McGarry	Fife Council
Cllr Jim Muirhead	Midlothian Council
Cllr Jim Philp	Fife Council
Cllr Phil Wheeler	City of Edinburgh Council
In Attendance	
John Angell	Falkirk Council
Alistair Clyne	Fife Council
Kevin Collins	Falkirk Council
John Connarty	City of Edinburgh Council (Finance Adviser)
Rebecca Daddow	CDU Limited (Secretariat)
Natasha Farrell	Scottish Executive
Iain Grant	Fife Council (Legal Adviser)
Keith Gowenlock	WSP Consultants (For Item 7)
Trond Haugen	SESTRAN
Paul Ince	East Lothian Council
Graham Johnstone	Scottish Borders Council
Ewan Kennedy	City of Edinburgh Council
Scott Leitham	MVA Consultants (For Item 7)
Kirsty Lewin	Scottish Executive

Alex Macaulay	SESTRAN Partnership Director
Graeme Malcolm	West Lothian Council
Diane McLafferty	Scottish Executive
Bob McLellan	Fife Council
Douglas Muir	Midlothian Council
David Peace	CDU Limited (Secretariat)
Roger Stewart	CDU Limited (Clerk)
Mac West	Clackmannanshire Council

Noting that the present meeting had originally been planned to be held in the new SESTRAN offices in Edinburgh, but that the premises were not yet ready for occupation, the Chair thanked Midlothian Council for its hospitality in providing the Scottish Mining Museum at short notice.

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:

Jim McFarlane, Neil Renilson, Sandy Scotland, Cllr Jackson, Cllr Matchett, Cllr Spears, Cllr Shepherd, Pete Collins, Keith Rimmer

3. Declarations of Interest

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

4. Minutes

a) Partnership Meeting, 16 June 2006

Referring to Minute 7(b), Mr Anderson commented that it had been agreed at the meeting that the Regional Transport Strategy (RTS) objectives should include a reduction in dependency on the use of the private motor car. It was agreed to amend the minute to this effect. The Partnership Director commented that this point had already been actioned in the RTS itself. Subject to the agreed amendment, the Minutes were approved as an accurate record of the meeting

b) Management Team Meeting, 24 July 2006

The Minutes were noted

5. Matters arising from the Minutes

Car Share scheme. Noting comments in Minute 8 of the Management Team meeting of 24 July, Cllr Edgar asked if the constituent Councils of SESTRAN had agreed to allocate resources to the Car Share Scheme as set out in the minute. The Partnership Director responded that the

resource implications for individual councils would be taken into account in the implementation of the scheme.

6. Partnership Director's Report

Mr Macaulay invited comment on the format of his circulated report which he intended, together with reports from the Finance, Legal and Human Resources Officers, to be regular items on future Partnership meeting agenda.

Noting that this was his first formal report since taking up his appointment on 24 July, Mr Macaulay drew the Partnership's attention to its main points and recommendations.

In discussion, Mr Anderson asked if the proposed Bus Group would comprise only officers. Mr Macaulay responded that he intended to consider issues relating to the involvement of Members in working groups and would bring forward a report and recommendations at a future date.

Cllr Edgar welcomed the appointment of Mr Haugen as SESTRAN Co-ordinator for a fixed-term period, but considered that the appointment should have been submitted to the full partnership for approval before being made. At a proposal from the Chair, the Partnership formally approved Mr Haugen's appointment.

Mr Martin asked that the Partnership's draft response to the Edinburgh Local Transport Strategy consultation should be shown to Members. Mr Macaulay was asked to consider how to consult and involve Members in the framing of consultation responses.

Cllr Bryson, noting that discussions had been held with the Tay Road Bridge Joint Board about the siting of toll booths, suggested that discussions about tolling should also be held with the Forth Estuary Transport Authority.

Mr Bell suggested that questions to be put to the Minister for Transport at the next meeting should include seeking an explanation of how the Local, Regional and National Transport Strategies would relate to each other. Mr Bell also offered his support to provide advice for the proposed Communications Officer appointment.

The Partnership agreed that the format adopted by the Director for his regular report was satisfactory. The recommendations contained in the report were determined as follows:

(2.4) Proposal to set up a Bus Group - approved

(2.5.1) Proposed response to South-West of Scotland Transport Partnership Consultation – decision deferred as the draft response had been inadvertently omitted from the agenda papers.

(2.5.2) Proposed response to Transport and Works (Scotland) Bill - decision deferred as the draft response had been inadvertently omitted from the agenda papers.

(Recommendations under Section 3) – recommendations taken later in agenda after discussion of standing reports.

(4.2.1) Access for All funding programme – position noted

(4.3.1) Draft Edinburgh LTS Consultation – agreed to delegate to Director to respond, subject to Director's consideration of any comments which members may wish to forward to him.

(4.3.2) Consultation on Health Boards / RTS order – agreed to delegate to Director to respond to this largely technical consultation.

(4.4.) Invitation to appoint an Observer to South-West of Scotland Transport Partnership. After discussion it was agreed not to send an Observer but to encourage informal networking between Chairs and Directors of neighbouring Transport Partnerships.

7. Finance Officer's Report

Mr Connarty spoke to his circulated report. He commented in particular that the Capital Programme was now consistent with the funding available; that Core Costs could be contained within budget for the current year; that the Scottish Executive had agreed to uplift Transitional funding in line with revised costs and to cover staff recruitment costs; that funding was available for the Travel Plan Officer and for cycling initiatives; and that the position with regard to Value Added Tax had been resolved advantageously for the Partnership.

The Chair congratulated Mr Connarty on the clarity and comprehensiveness of his report and thanked the Scottish Executive representatives for their support. In discussion, members sought assurances that project funding would be closely monitored. Mr Connarty confirmed that contingency plans existed to enable new projects in the event of any slippage.

The Partnership noted the recommendations contained in the Finance Officer's report.

8. Legal Officer's report

Mr Grant spoke to Mr Andrew Ferguson's circulated report setting out an overview of SESTRAN's legal powers and functions. In discussion, Members were concerned to ensure full consultation and agreement before any application may be made for a transfer of functions from constituent Councils to the Partnership. The Director emphasised that there was no present intention to suggest the transfer of functions but that the RTS was likely to be an ambitious document and delivery of the approved strategy would be of paramount importance.

The Partnership approved the recommendations contained in the Legal Officer's report. On a proposal by Cllr Edgar, the Partnership agreed further recommendations that constituent Councils should in all cases be consulted before any application may be made to the Scottish Ministers

for the transfer of functions; and that the Director should seek on behalf of the Partnership to be involved in Community Planning consultations.

9. Human Resources report

In the absence of Ms Jenny Simpson, Human Resources Adviser, Mr Macaulay spoke to her circulated report and appendices. The proposed terms and conditions for the Director and other employees had been simplified from earlier versions.

In discussion, Cllr McGarry was concerned to ensure that the definition of working hours shown in the Partnership Director's conditions would not breach the terms of European Working Time Directive; the Director gave assurances that he was satisfied with the terms.

The Partnership:

Noted the recommendations of the Human resources Adviser's report; Agreed to proposals from members that employees should be encouraged to join a trade union; that in the Notes to the Induction Checklist (Page 2) the words "might meet" be changed to "will meet"; that procedures for dealing with Members should be included in the Induction Checklist; and that the list of HR policies should be expanded to include staff appraisal and staff development policies.

10. Regional Transport Strategy

Mr Clyne introduced Mr Leitham and Mr Gowenlock, who gave a presentation on the progress of the development of the RTS.

After the presentation, Mr Clyne spoke to his circulated report. There had been slight slippage in the programme and it was now proposed to call a Special Meeting of the Partnership on 1 September specifically to discuss the RTS Option Appraisal. Thereafter the main item on the agenda for the Partnership meeting on 20 October would be discussion of the draft RTS.

Cllr Hampshire was concerned that the Partnership was not giving sufficient priority in meetings to the RTS. He felt it was important to make a thorough job of the RTS even if this meant seeking an extension of time from the Scottish Executive. The Chair considered that it was still possible to complete a thoroughgoing RTS document within the original timetable, but the possibility of an extension had been left open in his recent letter to the Minister.

The Partnership approved the recommendations in Mr Clyne's report and noted the date of the Special Meeting.

11. Rail Issues report

Mr Haugen spoke to a circulated report from the Rail Group.

The Partnership noted the contents of the Report and approved (subject to funding availability) the proposals to participate in the Central Fife and

Levenmouth Rail Study and the South Scotland Timber Transport study. The Partnership also approved the proposed consultation submissions in respect of the Airdrie - Bathgate Railway and the new Cross-Country Franchise, and noted the circulated minutes of the Rail Group meeting of 28 July.

12. Work Planning and Delivery Group report

Speaking to a circulated paper, Mr Haugen reported that the Scottish Executive had indicated that around £250,000 was likely to be available to SESTRAN for expenditure on revenue projects. This funding would support a range of projects already approved for progress subject to funding, and would also enable some additional projects to be undertaken.

The Partnership noted the report and approved for use a template proforma for monitoring spending on capital projects.

The Partnership noted the minutes of the Work Planning and Delivery Group meeting held on 9 August. Mr Martin, noting that the Minutes indicated that the Partnership Director was disappointed with the progress of the development of the RTS, asked if the Partnership should be concerned. Mr Macaulay reported that there had been some concern about methodology adopted for the sifting of projects. However, there had been close liaison with the consultants since the meeting resulting in the adoption of a more logical methodology. Members would be fully informed of and involved in the process at the Special Meeting to be held on 1 September.

13. Sustainable Travel Group report

The Partnership Director spoke to a circulated report from the Sustainable Travel Group. He anticipated that sustainable travel would be a major element in the RTS. The Group's main achievement to date was the Car Share Scheme which would be launched in October, and which had been co-ordinated by David Peace of CDU Limited. Mr Anderson commented that a Car Share Scheme could have the negative effect of reducing bus passenger numbers in favour of cars; however the Partnership Director responded that the new scheme would be targeted at car users and was part of a larger basket of measures to help with issues of rural accessibility.

The Partnership noted the report and approved the proposed Remit for the Group which was circulated in an accompanying paper.

14. Other Business

CURACAO Project. The Partnership agreed to the participation of the Director in a collaborative European project entitled **Co-ordination of Urban RoAd-user ChArging Organisational** issues with the strategic objective of "co-ordinating the synthesis, appraisal and reporting of research activities, case studies and other initiatives in the field of urban

road user charging.” European funding up to 45,000 EUR was in place for the three year life of the project.

SESTRAN Logo. Cllr Edgar requested that all SESTRAN materials should be marked with the new logo. He was informed that the rebranding of SESTRAN publications and materials including the website was currently in hand.

Meeting Papers. Cllr McGarry wished to see improvements in the presentation and distribution of SESTRAN meeting papers. The Director responded that improvements were in hand.

15. Dates of next meetings

Special Meeting: Friday 1 September 2006

Ordinary Meeting: Friday 20 October 2006