

HELD IN THE SEStran OFFICES, MCDONALD ROAD, EDINBURGH

**ON 16TH FEBRUARY, 2007
10.00a.m. – 12.40p.m.**

PRESENT:

<u>Name</u>	<u>Organisational Title</u>
Councillor Russell Imrie (Chair)	Midlothian Council
Charles Anderson	Non Councillor Member
Councillor David Bryson	Falkirk Council
Councillor Carol Bartholomew	West Lothian Council
Graham Bell	Non Councillor Member
Councillor Neil Calvert	Scottish Borders Council
Councillor Eddie Carrick	Clackmannanshire Council
Councillor Maureen Child	City of Edinburgh Council
Councillor Gordon Edgar	Scottish Borders Council
Phil Flanders	Non Councillor Member
Councillor Norman Hampshire	East Lothian Council
Councillor Allan Jackson	City of Edinburgh Council
Councillor Dave King	West Lothian Council
Councillor Alice McGarry	Fife Council
Councillor Harry McLaren	Clackmannanshire Council
Councillor Lawrence Marshall	City of Edinburgh Council
John Martin	Non Councillor Member
Councillor Jim Philp	Fife Council
Neil Renilson	Non Councillor Member
Sandy Scotland	Non Councillor Member
Councillor Robert Spears	Falkirk Council
Councillor Marilyn Whitehead	Fife Council

IN ATTENDANCE:

<u>Name</u>	<u>Organisational Title</u>
John Angell	Falkirk Council
Gillian Bartlett	SEStran Office Manager
John Connarty	City of Edinburgh Council (Treasurer),
Elizabeth Cowan	Fife Council (Administrator)
Andrew Dougal	SEStran Communications Officer
Natasha Farrell	Scottish Executive

Andrew Ferguson	Fife Council (Secretary and Legal Adviser)
Ricky Henderson	City of Edinburgh Council
Paul Ince	East Lothian Council
Keith Irving	SEStran Travel Plan Officer
Ewan Kennedy	City of Edinburgh Council
Alex Macaulay	SEStran Partnership Director
Bob McLellan	Fife Council
Graeme Malcolm	West Lothian Council
Ian Mathie	SEStran Programme Manager
Douglas Muir	Midlothian Council
Chris Rogers	Scottish Executive
Alastair Short	SEStran Strategy Manager
Mac West	Clackmannanshire Council
Brian Young	Scottish Borders Council

APOLOGIES FOR ABSENCE:

<u>Name</u>	<u>Organisational Title</u>
Pete Collins	East Lothian Council
Andrew Holmes	City of Edinburgh Council
Jim McFarlane	Scottish Enterprise
Councillor Jim Muirhead	Midlothian Council
Councillor Bishop Shepherd	East Lothian Council
Councillor Phil Wheeler	City of Edinburgh Council

Action by

1. **WELCOME**

The Chair welcomed Andrew Dougall, SEStran Communications Officer and Elizabeth Cowan, Administrator to their first SEStran Partnership meeting.

2. **ORDER OF BUSINESS**

The Chair advised that an additional paper on cycle counters would be taken as Item A13.

3. **DECLARATIONS OF INTEREST**

Councillors Child, Henderson and Jackson declared an interest as Directors of **tie** Limited.

4. **MINUTE**

The Minute of the meeting held on 15th December, 2006 was

accepted as a correct record. With reference to paragraph 8 of the Minute, Alex Macaulay apologised that the item regarding Road User Charging had been omitted from the agenda and advised that a paper on this issue would be submitted to the next meeting.

5. RTS POWERS AND FUNCTIONS

The Board considered a report dated 25th January, 2007 by Alastair Short, SEStran Strategy Manager, summarising the key points of a report by MRC McLean Hazel giving guidance on potential additional powers associated with the implementation of the Regional Transport Strategy. The general conclusion of the report was that there was no need to transfer any powers from local authorities to SEStran but that some parallel powers might be useful in achieving the projects and initiatives proposed. Alastair Short highlighted points in the report with particular reference to the consultation response from the Scottish Executive circulated with Item B1 on the agenda. Some concerns were expressed that the whole report had not been circulated to members and Alex Macaulay advised that this was available on request. He also emphasised that full discussions would take place with partnership councils and other authorities prior to any decisions being taken on the allocation of powers.

Decision

The Board authorised the Partnership Director to:-

- (a) hold discussions with the partnership councils on the contents of the report from MRC McLean Hazel prior to inclusion of the recommendations in the Regional Transport Strategy and
- (b) carry out further discussions with the Scottish Executive/Transport Scotland and the partnership authorities on the implications of the consultation response from the Scottish Executive.

6. REVENUE BUDGET 2007/2008

The Board considered a report dated 7th February, 2007 by Donald McGougan, Treasurer, outlining the proposed core running costs budget for SEStran in 2007/2008 together with the proposed share of net expenses to be paid by each constituent council. It was advised that a sum of up to £300,000 could be awarded to SEStran from the Scottish Executive on a match-funding basis depending on the amount raised by the constituent councils. John Connarty advised that this budget was for an initial period of one year but that it was proposed to

have a three year budget in future. In response to a question from Councillor Henderson he confirmed that consultation had taken place with all constituent councils regarding the funding and that no concerns had been expressed that the funding could not be achieved.

Decision

The Board

- (a) noted the contents of the report;
- (b) approved the proposed budget for 2007/2008 of £600,000 for co-running costs;
- (c) agreed that the individual constituent authorities be requested to provide the proportionate amount of funding as indicated in the report; and
- (d) noted that all income and expenditure would be closely monitored and updates reported to all partnership meetings.

7. LEGAL OFFICERS REPORT

The Board considered a report dated 7th February, 2007 by Andrew Ferguson, Legal Adviser, updating members on progress relating to revised governance arrangements in the light of the SEStran staffing structure and seeking approval for a scheme of delegation and the creation of a Performance and Audit Committee. Andrew Ferguson highlighted points in the report and it was noted that the Partnership Director and the Chair of the Partnership Board would attend meetings of the Performance and Audit Committee on request, but would have no voting rights. In response to a question regarding auditing, it was noted that the internal auditors would be the City of Edinburgh Council auditors with Audit Scotland carrying out external auditing and that draft accounts would be issued in June with audited accounts following in October. Some concern was expressed at the proposed remit of the Partnership Director under the scheme of delegation and it was noted that any major staffing changes or awards of contracts would be reported to the Partnership Board for decision. Finally, it was noted that the issue of limits on virements was dealt with in the Financial Rules.

Decision

The Board:-

- (a) approved the scheme of delegation annexed as Appendix 1 to the report subject to the substitution of the word "the" with "a" before Vice Chairperson in paragraph 2.1 and also to the deletion of the provisions relating to ex gratia

payments in paragraph 3.9.

- (b) approved the establishment of a Performance and Audit Committee as outlined in Appendix 2 to the report with each constituent authority being asked to propose one member to sit on the Committee and expressions of interest being invited from non-Councillor members.

8. HR OFFICERS REPORT

The Board considered a report dated December, 2006 by the HR Adviser providing an update on Human Resources matters and enclosing a proposed Disciplinary Procedure for SEStran staff. Gillian Bartlett presented the report and responded to queries from members. In response to a question regarding measures to deal with poor performance, and the inclusion of employee counselling, she advised that a capability policy was being produced which would be included within the procedure and would be the subject of further consultation with the Board.

Decision

The Board:

- (a) noted the Human Resources update and
- (b) approved the proposed disciplinary procedure subject to the amendment of paragraph (f) of the disciplinary outcomes to indicate that the measures to be taken were either/or and not both.

9. EAST COAST FRANCHISE

The Board considered a report dated 7th February, 2007 by the Partnership Director advising of a franchising exercise by InterCity East Coast. The report outlined the timetable for letting the new franchise following the termination of the current GNER franchise and set out the proposed SEStran response to the consultation document. A number of comments were made in respect of: the need for longer trains to resolve capacity problems; proposals for electrification of the Edinburgh to Glasgow line; problems occurring at Dunbar; the need to include Berwick upon Tweed for certain purposes in considerations relating to rail; difficulties for business travellers with no late departures from London to Edinburgh; and the need to maintain and increase the quality of service.

Decision

The Board

- (a) endorsed the proposed SEStran response to the InterCity

East Coast Consultation document subject to the inclusion of the comments made and (b) instructed the Partnership Director to further pursue issues relevant to SEStran with the short-listed bidders for the franchise.

10. **BUS ISSUES**

The Board considered a report dated 7th February, 2007 by the Partnership Director advising of current SEStran bus issues requiring approval by the Partnership and progress on the procurement of information software. The Board was also asked to give approval to take relevant steps to develop a detailed bus passenger information strategy and give consideration to the possibility of purchasing buses out of the capital budget. The Partnership Director highlighted points in the report with particular reference to the cost of purchasing and maintaining transport information software and advising that it would be possible to provide this within current budgets. He also indicated that there was insufficient time left to carry out the necessary procedures for the purchasing of buses for this years budget and it would only be considered if absolutely necessary. In response to a question regarding the closure of Edinburgh Bus Station it was confirmed that this had been necessary for reasons of public safety but that the Bus Station had re-opened. There was some discussion regarding the use of "green" engines in buses and it was noted that the Government was promoting this.

Decision

The Board

- (a) noted the contents of the report;
- (b) agreed to the appointment of a Consultant to undertake Phase 1 of a survey into bus passenger information provision in the SEStran area as outlined in Section 2 of the report; and
- (c) agreed to enter into a contract for provision and maintenance of public transport information software with Trapeze as outlined in Section 3 of the report, with subsidiary agreements as necessary with constituent authorities.

11. **ACCESSIBILITY PLANNING**

The Board considered a report dated 7th February, 2007 by the Partnership Director giving an update on the procurement of accessibility planning software. This would enable SEStran to undertake accessibility planning in relation to major services serving more than one Authority and it was proposed that individual Authorities would have remote access rights.

Decision

The Board

- (a) noted the contents of the report;
- (b) agreed that SEStran procure the Accession accessibility planning tool software package and relevant training, maintenance and hardware as outlined in Section 2 of the report,
- (c) agreed that each Authority in due course be supplied with a similar package and that a system of regular data updates be instigated; and
- (d) authorised SEStran to enter into necessary agreements with the software supplier and local authorities, as relevant, in respect of the implementation and operation of Accession.

12. FUEL PRICES

The Board considered a discussion paper dated 7th February, 2007 by the Partnership Director on some of the issues behind the differences in costs between diesel and petrol. The paper outlined cost differences across Europe, some of the reasons for these, support for the diesel using industry and reasons for encouraging the use of diesel rather than petrol fuelled cars. Several comments were made, including suggestions that greater reference be made to the use of bio-diesel and the need for diesel engines to be well maintained to ensure optimum efficiency.

Decision

The Board authorised the Partnership Director to forward a copy of the report with a corresponding letter, including the comments made, to the Chancellor of the Exchequer and the Scottish Transport Minister.

13. REAL TIME INFORMATION FEASIBILITY STUDY

The Board considered a report dated 2nd February, 2007 by the Programme Manager seeking authorisation to appoint consultants to undertake a Real Time Passenger Information Feasibility Study following a tendering process.

Decision

The Board approved the appointment of White Young Green to undertake a Real Time Passenger Information Feasibility Study.

14. WHITECRAIG ROUNDABOUT/BUS TURNING CIRCLE

The Board considered a report dated 6th February, 2007 by the Programme Manager advising that tenders for a project to construct a roundabout/bus turning circle at Whitecraig in East Lothian had been returned with the lowest tender exceeding estimated costs. Concerns were expressed that construction costs in general appear to be much higher than those budgeted for and it was noted that this was a common problem with costs increasing at three times more than the rate of inflation.

Decision

The Board agreed that the grant awarded to East Lothian Council be increased by £25,000 to cover the increase in construction costs and that the next year's Capital Budget be amended to accommodate this change.

15. REQUEST FOR ADDITIONAL FUNDS FROM ONE TICKET

Prior to consideration of this item Neil Renilson declared an interest as a Board Member of One Ticket was also a member of his staff.

The Board considered a report dated 7th February, 2007 by the Partnership Director advising that, following the agreement to part fund the information campaign being promoted by One Ticket to advertise the integration of rail and bus tickets, One Ticket had now requested additional funding due to the fact that funding from Transport Scotland had been refused. The Partnership Director clarified that the actual amount of additional funding would be £35,000 which could be accommodated within the Revenue Budget for this financial year.

Decision

The Board agreed additional funding of £35,000 to One Ticket.

16. PURCHASING OF CYCLE COUNTERS

The Board considered a report dated 15th February, 2007 by the Travel Plan Officer, circulated as an additional item, in respect of the issuing of tenders for the purchase of cycle counters by the City of Edinburgh Council's Asset Development Team. Estimated costs for the purchase of the cycle counters were in excess of the £50,000 threshold which could be approved by the Partnership Director and delegated powers were sought to ensure that these could be supplied within the current financial year.

Decision

The Board authorised the Partnership Director to choose and accept an appropriate tender for the purchase of cycle counters.

17. RTS UPDATE

The Board considered a report dated 31st January, 2007 by the Strategy Manager giving an update on progress on developing the Regional Transport Strategy.

Decision

The Board noted the progress made in developing the Regional Transport Strategy.

18. DRAFT PROGRAMME FOR CONSIDERATION OF POWERS

The board considered a report dated 12th January, 2007 by the Partnership Director reviewing the guidance to Regional Transport Partnerships on implementation of the Regional Transport Strategy, including guidance on supplementary, non statutory documents and on powers/functions. It also provided an update on how the issue was being progressed and provided a preliminary outline timetable.

Decision

The Board noted the proposed programme as outlined in the report.

19. LIAISON GROUP MINUTES

The Board considered minutes and associated reports of the following meetings:

Chief Officer Liaison Group - 19th January, 2007

Programme Liaison Group - 23rd January, 2007

Rail Liaison Group - 12th January, 2007

Bus Liaison Group - 10th January, 2007

Sustainable Travel Liaison Group - 16th January, 2007

Arising from consideration of the minutes concern was expressed that the new platforms being constructed at Waverley Station did not appear to be wide enough and that the cost of through tickets was sometimes more expensive than buying individual rail sector tickets.

Decision

The Board

- (a) noted the minutes;
- (b) agreed that discussions continue with Network Rail regarding the alterations at Waverley Station.

20. DRT/RCT/RPPTG - CHANGES TO ADMINISTRATION

The Board considered a report dated 30th January, 2007 by the Partnership Director advising that the Scottish Executive had announced the closure of the Demand Responsive Transport Fund, the Rural Community Transport Fund and the Rural Public Passenger Transport Fund as of the financial year 2008/2009 and the transfer of responsibility for the management of these to Regional Transport Partnerships. There was discussion regarding the 2007 spending review mentioned in the letter from the Scottish Executive attached as Appendix 1 to the report advising that 50% of the budget would be ring-fenced for DRT Initiatives.

Decision

The Board

- (a) noted the announcement by the Scottish Executive and that the Partnership Director would report further on the implications for SEStran following further discussions with the Scottish Executive and
- (b) agreed that a letter be sent to the Scottish Executive requesting clarification on the proposed 2007 spending review.

21. FINANCE OFFICERS REPORT

The Board considered a report dated 7th February, 2007 by the Treasurer giving details of the financial position of the Partnership in respect of the Capital Programme, Revenue Budget, Regional Transport Strategy funding and transitional costs.

Decision

The Board noted

- (a) that it was projected that all expenditure in 2006/2007 would be contained in the approved budget of the Partnership and
- (b) that all income and expenditure would continue to be monitored closely and that the outcome for the financial year would be reported to the Partnership at the earliest possible time.

22. PROGRAMME OF MEETINGS

The Board considered the programme of meetings for 2007.

Decision

The Board noted the programme.

23. MINUTE OF REGIONAL TRANSPORT PARTNERSHIPS CHAIRS MEETING OF 9TH JANUARY, 2007

The Board considered the minute of meeting of the Chairs of the Regional Transport Partnership held on 9th January, 2007.

Decision

The Board noted the content of the minute.

24. ITEMS DEALT WITH BY THE CHAIR UNDER STANDING ORDER NO. 40

The Board considered a report dated 30th January, 2007 by the Partnership Director advising of items dealt with by the Chair as items of urgency under Standing Order No. 40. These items had been reported to the Board in December, 2006. However, they had not been considered as the meeting had become inquorate. The items related to a SEStran Long Distance Cycle Update and the Travel Plan Strategy.

Decision

The Board noted the action which had been taken.

25. ANY OTHER COMPETENT BUSINESS - FETA

Following the recent announcement regarding the possible disbanding of FETA there was discussion on the roles that FETA and SEStran might have in any future provision of an additional bridge crossing.

Decision

The Board agreed that

- (a) Councillor Marshall request further clarification of FETA's

position at the meeting of FETA to be held the following week and

- (b) The Partnership Director prepare an options paper in conjunction with FETA on possible future responsibilities.

26. DATE OF NEXT MEETING

It was noted that the next meeting of the Partnership Board would be held on Friday, 30th March, 2007 at 10.00 a.m. in the SEStran offices.