

**PARTNERSHIP BOARD MEETING**

**HELD IN THE SEStran OFFICES, MCDONALD ROAD, EDINBURGH**

**ON FRIDAY, 29TH JUNE, 2007**

**10.00 a.m. – 12.15 p.m.**

**PRESENT:**

<u>Name</u>	<u>Organisational Title</u>
Councillor Russell Imrie (Chair)	Midlothian Council
Graham Bell	Non Councillor Member
Councillor Neil Calvert	Scottish Borders Council
Councillor Ron Cairns	City of Edinburgh Council
Councillor Eddie Carrick	Clackmannanshire Council
Councillor Wilma Chalmers	Midlothian Council
Councillor Ian Chisholm	Fife Council
Councillor Martyn Day	West Lothian Council
Councillor James Fullarton	Scottish Borders Council
Councillor Ricky Henderson	City of Edinburgh Council
Councillor Joe Lemetti	Falkirk Council
Councillor Craig Martin	Falkirk Council
John Martin	Non Councillor Member
Councillor Tony Martin	Fife Council
Councillor Greg McCarra	West Lothian Council
Councillor Paul McLennan	East Lothian Council
Councillor Mike Rumney	Fife Council
Councillor Conor Snowdon	City of Edinburgh Council
Councillor Phil Wheeler	City of Edinburgh Council

**IN ATTENDANCE:**

<u>Name</u>	<u>Organisational Title</u>
Pete Collins	East Lothian Council
John Connarty	City of Edinburgh Council (Treasurer)
Elizabeth Cowan	Fife Council (Administrator)
Andrew Dougal	SEStran Communications Officer
Andrew Ferguson	Fife Council (Secretary and Legal Adviser)
Jim Grieve	City of Edinburgh Council
Trond Haugen	SEStran Adviser
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
Derek O'Neil	Scottish Executive
Lisa Pratt	SEStran Administrator
Alistair Short	SEStran Strategy Manager
Kevin Swanson	Falkirk Council
Brian Young	Scottish Borders Council

**APOLOGIES FOR ABSENCE:**

<u>Name</u>	<u>Organisational Title</u>
Charlie Anderson	Non Elected Member
John Angell	Falkirk Council
Councillor Donald Balsillie	Clackmannanshire Council
Councillor Steve Cardownie	City of Edinburgh Council
Jim Dickson	West Lothian Council
Phil Flanders	Road Haulage Association
Jim McFarlane	Scottish Enterprise
Councillor Mark McInnes	City of Edinburgh Council
Neil Renilson	Non Councillor Member

Sandy Scotland  
Councillor Barry Turner  
Mac West

Non Councillor Member  
East Lothian Council  
Clackmannanshire Council

**Action by**

## **INTRODUCTION**

Councillor Russell Imrie welcomed members to their first meeting of the SEStran Partnership Board following the Council elections and expressed thanks to those members who had served the Board in the past. He also welcomed Derek O'Neil, Scottish Executive, who had replaced Natasha Farrell following her recent move to a new position.

## **DECLARATIONS OF INTEREST**

Councillors Henderson and Wheeler declared an interest as Directors of **tie** Limited and Councillors Chisholm, Day, Craig Martin, Tony Martin and Wheeler also declared an interest as members of FETA.

## **APPOINTMENT OF CHAIR**

Andrew Ferguson invited nominations for Chair, advising that the position could be held for a maximum of two terms. On the nomination of Councillor Tony Martin, seconded by Graham Bell, Councillor Russell Imrie was unanimously reappointed as Chair until 28th June, 2008 or until the next available meeting. Councillor Imrie thanked the members for their vote of confidence.

## **APPOINTMENT OF THREE VICE-CHAIRS**

Andrew Ferguson proceeded to invite nominations for the three positions of Vice-Chair to the Board.

Councillor Chisholm, seconded by Councillor Calvert, nominated Councillor Tony Martin.

Councillor Day, seconded by Councillor McLennan, nominated Councillor McCarra.

Councillor Henderson, seconded by Graham Bell, nominated Councillor Wheeler.

Councillor Calvert nominated Councillor Fullerton but found no seconder.

There being no other nominations, Councillors Tony Martin, Greg McCarra and Phil Wheeler were appointed Vice-Chairs to the Board.

## APPOINTMENT OF PERFORMANCE & AUDIT COMMITTEE

Andrew Ferguson invited nominations from each of the Constituent Councils for a member to serve on the Performance & Audit Committee. The following nominations were made:-

Edinburgh Council	-	Conor Snowdon
Fife Council	-	Ian Chisholm
West Lothian Council	-	Greg McCarra
Scottish Borders Council	-	Neil Calvert
Falkirk Council	-	Craig Martin
Clackmannanshire Council	-	(To be advised)
Midlothian Council	-	Wilma Chalmers
East Lothian Council	-	Paul McLennan

Following this Andrew Ferguson invited nominations for non-Councillor members and Charles Anderson and Sandy Scotland were unanimously appointed to the Committee.

*Councillors Craig Martin and Joe Lemetti joined the meeting at this stage.*

### A1. MINUTES

- (a) **Partnership Board Meeting of 20th April, 2007** - The Minute of the meeting held on 20th April, 2007 was accepted as a correct record subject to the following amendments:
- (i) Councillor Marshall's name be removed from the Declarations of Interest as he was not a Director of **tie** Limited.
  - (ii) With reference to the decision paragraph A3, replace the word "approved" with "recommended".
  - (iii) With reference to the decision in paragraph A4(a), replace the word "approved" with "recommended".
  - (iv) With reference to paragraph A5, note that the land adjacent to the track at Abbeyhill was not to be offered exclusively to Railtrack but would be sold on the open market.

Subject to these amendments, the Board ratified the decisions recommended in the minutes.

### A2. MATTERS ARISING.

There were no matters arising.

### **A3. ANNUAL ACCOUNTS 2006/2007**

The Board considered a report dated 20th June, 2007 by Donald McGougan, SEStran Treasurer, presenting the annual audited financial statements for the year ended 31st March, 2007 in accordance with the Local Authority Accounts (Scotland) Regulations 1985. John Connarty highlighted points in the report, with particular reference to the situation regarding the underspend of £112,000, and answered questions from members.

#### **Decision**

The Board noted

- (a) the report and the enclosed audited financial statements for 2006/2007;
- (b) that the audited accounts, incorporating the auditors report, would be presented to the Audit Committee and Partnership Board in due course; and
- (c) that pension contributions would be reviewed in 12 months time.

### **A4. ANNUAL REPORT**

The Board considered a report dated 21st June, 2007 by the Director setting out the achievements by SEStran during the past year along with a report of performance against the objective targets and performance indicators as set out in the Regional Transport Strategy. Alex Macaulay highlighted points in the report and thanked the advisers, suppliers and officers of the partner authorities for their assistance in reaching the achievements and recommended that the report be approved subject to the substitution of the word "relentless" with "continuing" in the final paragraph of paragraph 21 of the report.

#### **Decision**

The Board approved the report with the amendment as suggested.

*Councillor Eddie Carrick joined the meeting at this stage.*

### **A5. RTBI FEASIBILITY STUDY**

The Board considered a report dated 15th June, 2007 by the Programme Manager on a Feasibility Study undertaken by White Young Green into the provision of a region wide Real Time Bus Passenger Information System. The study explored delivery options, taking account of the aspirations of the partnership

**Action by**

authorities and public transport operators and was the result of extensive consultation with potential system partners throughout the SEStran region. Ian Mathie expanded on points in the report and answered questions from members. Alex Macaulay advised that the study was available to view on the SEStran website and also agreed to raise issues regarding rural bus routes at the Bus Liaison Group.

**Alex  
Macaulay**

### **Decision**

The Board

- (a) noted the report; and
- (b) agreed to -
  - (i) the establishment of a Project Team consisting of representatives from the partnership authorities and bus operators to develop and agree a specification then tender and select an appropriate system supplier; and
  - (ii) the appointment of White Young Green to provide consultancy support in the development of a SEStran Real Time Bus Passenger System specification and assistance in the tendering and selection of an appropriate system supplier.

## **A6. BUS PASSENGER INFORMATION STRATEGY**

The Board considered a report dated 25th May, 2007 by Trond Haugen, adviser to SEStran, detailing findings of a report commissioned to undertake Phase 1 of a study into bus passenger information provision in the SEStran area to establish the possible benefits in providing a Bus Passenger Information Strategy to be delivered throughout the area.

### **Decision**

The Board

- (a) noted the report and the findings and recommendation of the consultant regarding a SEStran Bus Partnership Information Strategy; and
- (b) agreed that the Partnership prepare a SEStran strategy along the lines set out in Section 3 of the report.

## **A7. SESTRAN FREIGHT QUALITY PARTNERSHIP**

The Board considered a report dated June, 2007 by the Strategy

Manager in respect of the formation of a Freight Quality Partnership for the SEStran area to provide a single contact point for early consultation on freight issues, yet representing a large number of organisations. The Board was asked for nominations for members to represent SEStran on the Freight Quality Partnership.

**Decision**

The Board

- (a) approved the formation of a Freight Quality Partnership along the lines indicated in the report with the addition of CPT and the Police to the list of organisations to be approached to provide members; and
- (b) nominated Phil Flanders, Craig Martin and Greg McCarra to join the Chair in representing SEStran on the Partnership.

**A8. LEGAL OFFICERS REPORT**

The Board considered a report dated 19th June, 2007 by the Secretary and Legal Adviser outlining the current membership of SEStran following the Local Government elections, giving advance notice of a proposed change to Standing Orders to be raised at the following meeting, recommending that an additional non-Councillor member from the Health sector be recruited and requesting approval for a minor change to delegation arrangements to address holiday cover. Andrew Ferguson expanded on the report with particular reference to the issue regarding the number of members required for a quorum and a number of points were raised by members.

**Decision**

The Board

- (a) noted the list of Board members subject to the amendment of the Wards names for Councillor Mike Rumney and Councillor Tony Martin from Dunfermline East to Dunfermline South, the Ward for Councillor Greg McCarra being amended to Fauldhouse and The Breich Valley and the replacement of Councillor Robert De Bold with Councillor Martyn Day, Linlithgow Ward;
- (b) authorised the Partnership Director to advertise for an additional non Councillor member from the Health sector;
- (c) agreed that the current quorum of 50% of the members attending remain as such; and
- (d) approved the minor amendment to the Scheme of Delegation regarding holiday cover.

#### **A9. 2007/2008 CAPITAL AND REVENUE PROGRAMME**

The Board considered a report dated 21st June, 2007 by the Programme Manager presenting an overall of the Capital and Non Core Revenue Programmes for the 2007/08 financial year along with comments on the 2006/2007 capital and revenue programmes which had now been audited. Ian Mathie advised of amendments to the report as follows:-

- Title of report should read 2007/2008 Capital and Revenue Programme.
- Paragraph 2.1 - Final outturn actual expenditure to read £9,252,526.00.
- Paragraph 2.3 - The overview spreadsheet of this year's capital programme was shown in Appendix 2.
- Paragraph 3.1 - Underspend £31,713.95.

#### **Decision**

The Board

- (a) noted the report
- (b) agreed that funding be granted for projects as indicated in paragraph 4.2 of the report; and
- (c) noted that a cross Forth hovercraft two week trial would commence on 16th July, 2007.

#### **A10 SESTRAN TRAVEL PLAN STRATEGY**

.

The Board considered a report dated 31st May, 2007 by the Travel Plan Officer advising on progress on the SEStran Travel Plan Strategy. The report outlined activities carried out by local authorities and indicated projects which had been funded to date.

#### **Decision**

The Board noted the report and the progress to date.

#### **A11 COMMUNICATIONS STRATEGY**

.

The Board considered a report dated 19th June, 2007 by the Communications Officer advising of 5 main areas of activity through which it was proposed that SEStran increase its public profile. Andrew Dougal answered questions from members and John Martin volunteered to represent SEStran at events.

**Decision**

The Board

- (a) noted the report;
- (b) approved the actions on budget commitments for the proposed activities; and
- (c) noted that regular progress reports would be submitted for consideration.

*Councillors Chalmers and Cairns left the meeting during consideration of the above item.*

**A12 COMMUNICATIONS PROTOCOL**

.

The Board considered a report dated 20th June, 2007 by the Communications Officer enclosing a protocol for joint media work between SEStran and Partnership Authorities.

**Decision**

The Board approved the Communications Protocol.

*Councillor Snowden and Graham Bell left the meeting at this stage.*

**A13 COMPETITION COMMISSION: SALTIRE CROSS EXPRESS BUS NETWORK**

.

The Board considered a report dated 25th May, 2007 by Trond Haugen, Adviser to SEStran, advising on the findings of an investigation by the Competition Commission into a joint venture between Stagecoach and Scottish City Link. The report also indicated the proposed undertakings recommended to restore competition on the Saltire Cross Coach Network.

**Decision**

The Board

- (a) noted the outcome of the investigation by the Competition Commission;
- (b) accepted that the findings were reached in pursuance of current competition legislation; and
- (c) agreed that the Director make representation to the

Competition Commission to ask that careful monitoring of the Saltire Cross Network be pursued and that relevant measures be taken as part of the implementation of the undertakings to ensure continued high level of services at reasonable fares to attract an increasing number of passengers and in particular, to encourage reduced dependency on the private car.

*Councillor Snowden and Graham Bell rejoined the meeting following consideration of this item.*

#### **A14 RELATIONSHIP WITH FETA**

The Board considered a report dated 20th June, 2007 by the Strategy Manager on the roles of SEStran and FETA in any future provision of a new Forth Crossing. Alistair Short highlighted points in the report and Councillor Wheeler advised that a meeting was to be held with the Scottish Ministers regarding various issues following the decision to remove the tolls on the Forth Road Bridge.

##### **Decision**

The Board

- (a) noted the report;
- (b) authorised the Director to write to the Scottish Executive/Transport Scotland to request future involvement of SEStran and the relevant authorities in any future discussions on a new crossing and associated management issues; and
- (c) noted that the outcome of the meeting between FETA and the Scottish Ministers would provide further information on the situation.

#### **A15 ONE-TICKET BOARD NOMINATION**

The Board considered a report dated 18th June, 2007 by the Programme Manager advising that, following the intimation by Councillor Norman Hampshire of his intention to resign as representative of SEStran on the Board of One-Ticket, it was recommended that the Partnership Director be nominated as the replacement SEStran representative.

##### **Decision**

The Board nominated the Partnership Director, Alex Macaulay, as

the SEStran representative on the One-Ticket Board following the resignation of Councillor Norman Hampshire.

**A16 HR REPORT**

The Board considered a report dated 19th June, 2007 by the SEStran Administrator providing an update on Human Resources matters and advising members of proposed additional SEStran procedures for approval.

**Decision**

The Board

- (a) noted the Human Resources update; and
- (b) approved the proposed policies and procedures.

**B1. ROAD USER CHARGING**

The Board considered a report dated 20th June, 2007 by the Strategy Manager outlining SEStran's position on Road User Charging.

**Decision**

The Board noted the position of SEStran in regard to Road User Charging.

**B2. SUSTAINABLE TRANSPORT LIAISON GROUP REPORT**

The Board considered a report dated 11th June, 2007 by the Travel Plan Officer advising on recent progress on Sustainable Transport projects including various cycle initiatives, car sharing, travel plans and school travel co-ordinators.

**Decision**

The Board noted the progress on these initiatives.

**B3. DRAFT LOCAL TRANSPORT BILL**

The Board considered a report dated 11th June, 2007 by Trond Haugen, Adviser to SEStran, outlining some of the key aspects of the draft Local Transport Bill and suggested changes to current legislation. Although the majority of any subsequent Act would apply in England there were specific references to aspects which could possibly affect Scotland and the report gave a brief outline of these issues.

**Decision**

The Board noted

- (a) the issues covered in the draft Local Transport Bill; and
- (b) that the Director, in liaison with the Legal Adviser, would make a suitable response to the proposals, particularly the issues which would be applicable to Scotland.

**B4. FINANCE OFFICER'S REPORT**

The Board considered a report dated 29th June, 2007 by the Treasurer giving details of the financial position of the Partnership in respect of the revenue budget and capital programme.

**Decision**

The Board noted

- (a) that all expenditure in 2006/07 had been contained within the approved budgets;
- (b) the amounts carried forward to 2007/08 under budget flexibility arrangements; and
- (c) that all income and expenditure would continue to be monitored closely and updates reported to each Partnership meeting.

**B5. ADDITIONAL TEMPORARY STAFF**

The Board considered a report dated 18th June, 2007 by the Programme Manager advising that, in order to deliver a number of projects enabling SEStran to begin the process of delivering the Regional Transport Strategy two students had been employed until September, 2007 and a consultant had been appointed to work three days a week until the end of the financial year.

**Decision**

The Board noted the employment of additional temporary staff.

**B6. MINUTES OF SUB-GROUPS**

The Board considered minutes of the following meetings:-

- Bus Liaison Group meeting - 18th May, 2007
- Rail Forum - 8th May, 2007
- Sustainable Travel Liaison Group - 11th May, 2007
- Strategy Liaison Group - 15th May, 2007

Programme Liaison Group - 17th May, 2007

**Decision**

The Board noted the minutes.

**B7. ANY OTHER COMPETENT BUSINESS**

The following issues were raised:-

- (i) **Meeting Room Acoustics** - Reference was made to hearing difficulties within the meeting room due to the large number of members present and the layout of the seating arrangements. Alex Macaulay advised that this issue had been raised previously and information had been obtained regarding the possible provision of microphones.

Alex Macaulay agreed to obtain details and costings of possible solutions and suggested that these could be funded from any underspend or included within the Business Plan for the Partnership. **Alex Macaulay**

- (ii) **Waverley Line** - Following a recent announcement regarding the Waverley Line, Alex Macaulay advised that this was in line with current SEStran policies and that a press release would be issued on this matter. Support was expressed for Borders Council.

- (iii) **Scottish Ministers** - It was suggested that the Scottish Ministers be invited to a meeting of the SEStran Board to enable them to become acquainted with the members and the work of SEStran. **Alex Macaulay**

- (iv) **The South Suburban Railway** - There was a point raised regarding the South Suburban Railway. It was noted that SEStran had contributed funding towards a feasibility study.

*Councillors Lemetti and Craig Martin left the meeting at this stage.*

**B8. DATE OF NEXT MEETING**

It was noted that the next meeting of the Partnership Board would be held on Friday, 17th August, 2007 at 10.00 a.m. in the SEStran offices. It was agreed that the dates of future meetings should be co-ordinated with the Performance and Audit Committee.