

PARTNERSHIP BOARD MEETING

HELD IN THE SEStran OFFICES, McDONALD ROAD, EDINBURGH

ON FRIDAY, 26TH OCTOBER, 2007

10.00 a.m. – 12.30 p.m.

PRESENT:

<u>Name</u>	<u>Organisational Title</u>
Councillor Russell Imrie (Chair)	Midlothian Council
Charlie Anderson	Non Councillor Member
Graham Bell	Non Councillor Member
Councillor Neil Calvert	Scottish Borders Council
Councillor Eddie Carrick	Clackmannanshire 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 Craig Martin	Falkirk Council
John Martin	Non Councillor Member
Councillor Tony Martin	Fife Council
Councillor Robert De Bold	West Lothian Council
Councillor Paul McLennan	East Lothian Council
Neil Renilson	Non Councillor Member
Councillor Mike Rumney	Fife Council
Sandy Scotland	Non Councillor Member
Councillor Barry Turner	East Lothian Council
Councillor Phil Wheeler	City of Edinburgh Council

IN ATTENDANCE:

<u>Name</u>	<u>Organisational Title</u>
Gillian Bartlett	SEStran Office Manager
John Connarty	City of Edinburgh Council (Treasurer)
Kevin Collins	Falkirk Council
Elizabeth Cowan	Fife Council (Administrator)
Andrew Dougal	SEStran Communications Officer
Iain Grant	Fife Council
Trond Haugen	SEStran Adviser
Stephen Hawkins	City of Edinburgh Council
Paul Ince	East Lothian Council
Keith Irving	SEStran Travel Plan Officer
Ewan Kennedy	City of Edinburgh Council
Stuart Knowles	Fife Council
Alex Macaulay	SEStran Partnership Director
Graeme Malcolm	West Lothian Council
Ian Mathie	SEStran Programme Manager
Douglas Muir	Midlothian Council
Alistair Short	SEStran Strategy Manager
Brian Young	Scottish Borders Council

APOLOGIES FOR ABSENCE:

<u>Name</u>	<u>Organisational Title</u>
Councillor Donald Balsillie	Clackmannanshire Council
Councillor Steve Cardownie	City of Edinburgh Council
Councillor Wilma Chalmers	Midlothian Council
Pete Collins	East Lothian Council
Phil Flanders	Non Elected Member
Councillor Joe Lemetti	Falkirk Council
Councillor Greg McCarra	West Lothian Council
Councillor Conor Snowdon	City of Edinburgh Council
Mac West	Clackmannanshire Council

WELCOME

The Chair welcomed Councillor Ian Chisholm to his first meeting of the Partnership Board following his recent illness.

DECLARATIONS OF INTEREST

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

A1. MINUTE

Partnership Board Meeting of 17th August, 2007 - The minute of meeting held on 17th August, 2007 was accepted as a correct record.

A2. MATTERS ARISING

(i) Para. B4 - Hovercraft Trial, 16th to 27th July, 2007

In response to a point raised regarding the timing of the submission of a report on the outcome of the Hovercraft trial in July, Alex Macaulay advised that Stagecoach had not yet submitted their Business Plan to enable a meaningful report to be prepared. The Chair suggested that the current position be discussed at item B7 on the agenda.

Decision

The Board agreed to consider the position under item B7 on the Agenda.

(ii) Para. B7(iii) - Visit by Scottish Minister

With reference to the invitation to the Transport Minister to attend a meeting of the Board, Alex Macaulay advised that the Minister had been unable to attend this meeting but would attend a meeting as soon as he was available.

(iii) Para. A6 - East Coast Mainline Route Utilisation Strategy (RUS): Draft for Consultation

In response to a point raised regarding the reference to encouraging increased rail usage, Alex Macaulay confirmed that the response to the consultation included reference to the need for investigation into increasing services between Edinburgh and Newcastle.

A3. RAIL FARES

The Board considered a report dated 10th October, 2007 by Trond Haugen, Consultant Adviser to SEStran, analysing rail fares in the SEStran area compared with other fares throughout Scotland. It was reported that, on average, taking travel distance into account, fares into Edinburgh had been estimated to be almost 32% higher than Glasgow fares, a marginal widening of the gap since 2002 when the difference was an estimated 30.3%.

Decision

The Board:-

- (i) noted the report; and
- (ii) agreed that representations should be made at both political and officer level to argue that the fare differences must be addressed to ensure that, over time, SEStran fares (and other similarly high fares) were brought down to the level of Glasgow fares.

Partnership
Director/
Members

A4. 2007/2008 CAPITAL/REVENUE PROGRAMME

The Board considered a report dated 18th October, 2007 by the Programme Manager presenting an overview of the Capital and Non-Core Revenue Programmes for the 2007/08 financial year. It was reported that, due to a significant projected underspend on the Capital Programme, additional funding had been made available. A number of projects had been submitted by partner authorities, which, along with additional cycle projects and UTMC work, would ensure the take up of the full underspend. Ian Mathie also advised that risk management procedures were being prepared as the Scottish Government would be considering the budget position in the near future and it was possible that, due to the underspend, the budget could be reduced in future years. Alex Macaulay advised that a Business Plan was to be prepared by December on a three year Capital Programme which would allow for easier management of the underspend within the approved programme. During discussion it was suggested that reasons be given for the inclusion of works related projects being included in the programme.

Decision

The Board:-

- (i) approved the proposals contained within para. 2.6 of the report with the addition of any proposals put forward by Scottish Borders and West Lothian Councils subject to approval by the Chair, the Partnership Director and the Programme Manager;

- (ii) agreed that further consideration be given to the cycling and UTM proposals contained in para. 2.5 of the report, including assessment utilising the appraisal spreadsheet; and
- (iii) approved the proposals contained in para. 3.3 of the report in respect of the preparation of an Action Plan for developments in the Waterfront corridor.

A5. BUS INITIATIVES STUDY

The Board considered a report dated 4th October, 2007 by the Strategy Manager in respect of the commissioning of a study on various bus related issues arising from the Regional Transport Strategy. The report outlined the objectives of the study and its work programme and gave an assessment of the bids submitted by consultants to carry out the study. During discussion it was suggested that the study should cover all bus priorities including bus lanes and it was noted that this would be covered by Policy 2 in the Regional Transport Strategy. Mention was also made of the need for high standards of maintenance such as those imposed on taxis.

Councillor Craig Martin joined the meeting during consideration of this item.

Decision

The Board approved the commissioning of the TAS Consultancy and ARUP to carry out the Bus Initiatives Study.

Partnership
Director

A6. RTS APPROVAL

The Partnership Director advised that although the target deadline for approval of the Regional Transport Strategy had been originally forecast for June, 2007 no firm date had yet been set. There was an indication that, in general terms, the Scottish Government were comfortable with the Regional Transport Strategy and would approach individual Authorities to discuss the Strategy in more detail. It was hoped that an announcement might be made in mid-November along with the outcome of the Comprehensive Spending Review.

Decision

The Board:-

- (i) noted the position regarding the Regional Transport Strategy; and
- (ii) agreed that, should a response be received from the Scottish

Government prior to the next meeting of the Board, a copy should be sent to each partner Authority.

A7. HR REPORT

The Board considered a report dated 16th October, 2007 by the Office Manager in respect of a proposed Information and Communication Technology Policy and a proposed Recruitment and Selection Policy for SEStran. The Partnership Director advised that the policies had been prepared to ensure that SEStran complied with legislative requirements.

Decision

The Board approved:-

- (i) the Information and Communication Technology Policy; and Office Manager
- (ii) the Recruitment and Selection Policy with supporting documents.

Councillor Craig Martin left the meeting at this stage.

A8. EQUALITIES SCHEME

The Board considered a report dated 15th October, 2007 by the Strategy Manager outlining proposals to fulfil the requirements of Race Equality, Disability Equality and the Gender Equality legislation in addition to tackling discrimination on age, religious and sexuality grounds. The report enclosed a draft Equalities Scheme and proposals for implementation and publishing of the scheme.

Decision

The Board approved the SEStran Equalities Scheme as detailed in appendix A to the report and the proposals to implement and publish the scheme. Partnership Director

A9. HOSPITAL CAR PARKING CHARGES REVIEW

The Board considered a report dated 10th October, 2007 by the Travel Plan Officer setting out the SEStran position in response to a review of guidance governing hospital car parking charges to be undertaken during November, 2007. Keith Irving highlighted points in the report and advised that the review would not apply to PPP initiatives.

Decision

The Board:-

- (i) noted the report;
- (ii) approved a response from the Partnership Director to the Review Group making the points contained in paragraph 3.1, 3.2, 3.3 and 3.4 of the report; and Partnership Director
- (iii) noted that, as the review would not apply to PPP projects, this was prejudicial to other hospitals.

A10 STAFF CYCLE EXPENSES

The Board considered a report dated 10th October, 2007 by the Travel Plan Officer on proposals to incorporate a cycle mileage payment with the SEStran travel expenses system. This would ensure that SEStran had met all the criteria for achieving Cycle Friendly Employer status by Cycling Scotland. A draft Staff Cycling Policy was submitted, based on the City of Edinburgh Council cycle mileage scheme.

Decision

The Board approved the Staff Cycling Policy with expenses of 25p per mile for SEStran business travel for staff and non-elected members. Office Manager

A11 PROPOSED NEW SCOTLAND - NORWAY FERRY SERVICE

The Board considered a report dated 16th October, 2007 by the SEStran Director advising of developments since the meeting on 17th August, 2007 in respect of proposals for a Norway - Scotland ferry service. The report outlined work carried out by SEStran to promote Rosyth as the mainland UK port for the proposed service and also commented on the allocation of responsibility for international shipping and ports and harbours. Alex Macaulay advised that only 60% of the demand for the Rosyth to Zeebrugge service was currently being met and that a strong case could be made for Rosyth to be the UK landing port.

Decision

The Board:-

- (i) noted the contents of the report and the actions taken to promote the case for the UK landing to be at Rosyth; and
- (ii) instructed the Partnership Director to write to the Scottish Government, the Secretary of State for Scotland and the Department for Transport to raise the possibility of international shipping with the landing in Scotland being Partnership Director

devolved to the Scottish Government.

Councillor Craig Martin re-joined the meeting during consideration of this item.

B1. FINANCE OFFICERS REPORT

The Board considered a report dated 16th August, 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:-

- (i) the position as set out in the report;
- (ii) that it was projected that all expenditure in 2007/08 would be contained within the approved budgets of the Partnership; and
- (iii) that all income and expenditure would continue to be monitored closely with updates reported to each Partnership meeting. Treasurer

B2. EXTERNAL AUDIT REPORT

The Board considered a report dated 16th October, 2007 by the Treasurer presenting the external audit report on the 2006/2007 audit. Sandy Scotland advised that a meeting of the Performance and Audit Committee had been held on Monday, 22nd October, 2007 at which the audited accounts for 2006/2007 had been considered along with the external audit report. Anne MacDonald of Audit Scotland had attended the meeting and advised that Audit Scotland were pleased with the progress made by SEStran but recommended three matters for the improvement in future years relating to the need for an anti-fraud and corruption policy, the use of best practice by appending an assessment by the Chair of the Board and the provision of training for members.

Decision

The Board:-

- (i) noted the auditors report for 2006/2007;
- (ii) agreed that consideration be given to training for members in conjunction with Audit Scotland, through a report to the Performance and Audit Committee; and Treasurer
- (iii) expressed their thanks to Edinburgh Council, especially

John Connarty, for the work in preparing SEStran's accounts.

B3. AUDITED FINANCIAL STATEMENTS 2006/2007

The Board considered a report dated 16th October, 2007 by the Treasurer presenting the audited accounts for the year ended 31st March, 2007.

Decision

The Board noted the audited accounts and the Auditors opinion in the audit certificate to the accounts.

B4. RTP CHAIRS

The Board considered the Note of Meeting of the Regional Transport Partnership Chairs held on 27th September, 2007, an amended copy of which was available at the meeting.

Decision

The Board noted the Note of Meeting.

B5. SUSTAINABLE TRANSPORT UPDATE

The Board considered a report dated 10th October, 2007 by the Travel Plan Officer advising on sustainable transport issues and progress on projects for which the Sustainable Transport Liaison Group was currently responsible. These included tripshare, cycle flow monitoring on the strategic network, a pedestrian/cyclist bridge at Cramond and proposals for a Sustainable Transport Seminar.

Decision

The Board noted the report.

B6. MINUTE OF THE PERFORMANCE AND AUDIT COMMITTEE HELD ON 17TH AUGUST, 2007

The Board considered the Minute of the Meeting of the Performance and Audit Committee held on 17th August, 2007.

Decision

The Board noted the Minute of Meeting.

B7. CROSS FORTH FERRY STUDY REPORT

The Board considered a report dated 16th October, 2007 by the

Partnership Director advising that the first stage of a study into the feasibility of re-establishing a cross Forth passenger ferry service had identified that the emerging preferred route was between Burntisland and Granton. The next phase of the work involved surveys and confirmation of feasibility. Alex Macaulay advised that a meeting had been held with Hyder Consulting who were carrying out the study and they had been asked to provide comparison figures for various routes. He also advised that any route between Kirkcaldy and Portobello would be likely to require to be subsidised in the initial stages. However, further investigations were being made following the trial period run by Stagecoach in July, 2007. During discussion it was suggested that there might be potential for two crossings with different markets. It was also important to provide alternatives for crossing the Forth, especially with the imminent withdrawal of the direct bus service between Dunfermline Eastern Expansion and Edinburgh. It was reported that Stagecoach were continuing to consider various alternative routes for possible future development.

Decision

The Board noted that a further report would be submitted to the December meeting.

Partnership
Director

Councillor Craig Martin left the meeting during consideration of this item.

B8. TERM FRAMEWORK CONTRACTS

The Board considered a report dated 17th October, 2007 by the Programme Manager advising on progress to date with the procurement procedures for the Term Framework Contracts to provide consultancy support in the delivery of the Regional Transport Strategy. The report also advised that short-term consultancy support had been engaged to assist in the assessment of the consultancies interested in providing services within the Bus and Rail frameworks.

Decision

The Board noted the progress to date and the appointment of short-term consultancy support to assist in the assessment of Pre-Qualification Questionnaires for the Term Framework Contracts.

B9. MINUTES OF SUB-GROUPS

The Board considered Minutes of the following meetings:-

- (i) Sustainable Transport Liaison Group - 14th September, 2007.

- (ii) Chief Officers Liaison Group - 2nd October, 2007.
- (iii) Programme Liaison Group - 20th September, 2007.
- (iv) Bus Forum - 21st September, 2007.
- (v) Bus Liaison Group - 15th August, 2007.
- (vi) Rail Liaison Group - 21st August, 2007.

With reference to paragraph 14 of the Rail Liaison Group Minutes, John Martin advised that the Government had still to make their position known in respect of the station at Earl. He also gave a position statement on the way forward in respect of proposals for tram lines and a rail station at Edinburgh Airport.

Decision

The Board noted the Minutes and the further information given.

B10 RESIGNATIONS

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There were submitted letters from (1) Jim McFarlane, Scottish Enterprise, resigning from the SEStran Board as he was unable to attend meetings and participate in the work of the Board as fully as he would like due to increased responsibilities at Scottish Enterprise Fife and (2) Councillor Eddie Carrick, resigning from the SEStran Performance and Audit Committee. Councillor Carrick advised that, if meetings of the Performance and Audit Committee could be held on a Friday rather than a Monday then he would be able to attend and would withdraw his resignation. Sandy Scotland advised that the next meeting of the Performance and Audit Committee would be held on Friday, 30th November, and that no fixed dates had been set for future meetings. Councillor Carrick agreed to withdraw his resignation.

Decision

The Board noted:-

- (i) the resignation of Jim McFarlane from the SEStran Partnership Board; and
- (ii) that Councillor Eddie Carrick had withdrawn his resignation from the Performance and Audit Committee.

B11 ANY OTHER BUSINESS

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It was reported that the following meetings were to be held with Scottish Ministers:-

Meeting with Minister on 18th October
Minister at Markinch on 6th November
Minister at Straiton on 18th October

In response to a question regarding the invitation of members of the Board to these meetings Alex Macaulay advised that, although it was normally the Chair and Director who receive an invitation, he understood that the meetings were open to any members to attend. In the case of the meeting at Markinch on 6th November, this was led by Fife Council who had issued the invitations.

Decision

The Board noted the meetings with Ministers.

B12 DATE OF NEXT MEETING

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It was noted that the next meeting of the Partnership Board would be held on Friday, 14th December, 2007 at 10.00 a.m. in the SEStran offices.