

PARTNERSHIP BOARD MEETING

**HELD IN CONFERENCE ROOMS 4 & 5, VICTORIA QUAY, EDINBURGH EH6 6QQ
ON FRIDAY 11TH AUGUST, 2017
10.00 A.M. – 12.45 P.M.**

PRESENT:

<u>Name</u>	<u>Organisational Title</u>
Cllr Gordon Edgar (Chair)	Scottish Borders Council
Charles Anderson	Non Councillor Member
Cllr Fiona Collie	Falkirk Council
Cllr Colin Davidson (Deputy Chair)	Fife Council
Cllr Dave Dempsey	Fife Council
Cllr Ian Ferguson	Fife Council
Phil Flanders	Non Councillor Member
Cllr Jim Fullarton	Scottish Borders Council
Cllr Neil Gardiner	City of Edinburgh Council
Cllr Russell Imrie	Midlothian Council
Cllr Darren Lee	Clackmannanshire Council
Cllr Lesley Macinnes (Deputy Chair)	City of Edinburgh Council
John Martin	Non Councillor Member
Cllr Laura Murtagh	Falkirk Council
Neil Renilson	Non Councillor Member
Sandy Scotland	Non Councillor Member
Doreen Steele	Non Councillor Member
Barry Turner	Non Councillor Member

IN

ATTENDANCE:

<u>Name</u>	<u>Organisation Title</u>
Cllr Jim Goodfellow	East Lothian Council
Nikki Boath	SEStran
Angela Chambers	SEStran
Kevin Collins	Falkirk Council
Andrew Easson	City of Edinburgh Council
George Eckton	Partnership Director SEStran
Andrew Ferguson	Fife Council (Legal)
Keith Fisker	SEStran
Lisa Freeman	SEStran
Ken Gourlay	Fife Council
Peter Jackson	SEStran
Graeme Johnstone	Scottish Borders Council
Karen Jones	Scott Moncrieff
Catriona Macdonald	SEStran
Graeme Malcolm	West Lothian Council
Kerra McKinnie	Board Observer
Gordon Mungall	Board Observer
Moira Nelson	SEStran
Lesley Newdall	City of Edinburgh Council (Internal Audit)
Sophie Pugh	SEStran
Iain Shaw	City of Edinburgh Council (Treasury)

**APOLOGIES
FOR ABSENCE:**

<u>Name</u>	<u>Organisational Title</u>
Cllr Chas Booth	City of Edinburgh Council
Cllr Nick Cook	City of Edinburgh Council
Cllr Karen Doran	City of Edinburgh Council

Cllr Phil Fairlie
Cllr Norman Hampshire
Cllr Chris Horne
Cllr Cathy Muldoon
Cllr Brian Small
Cllr Peter Smaill
Brian Sharkie
Neil Dougal
Peter Forsyth

Clackmannanshire Council
East Lothian Council
West Lothian Council
West Lothian Council
East Lothian Council
Midlothian Council
Non Councillor Member
Midlothian Council
East Lothian Council

ORDER OF BUSINESS

Prior to election of a Chair, the Secretary took the chair, and confirmed that the Order of Business was intended to be as per the agenda. The Board agreed to adopt the Standing Orders as amended at the 2nd March Board meeting.

APOLOGIES

Apologies were received as above.

A4 APPOINTMENTS

The Board considered a report by the Partnership Director, Secretary and Legal Adviser as regards the following appointments of Members:

- (a) Chairperson
- (b) Deputy Chairperson
- (c) Members of the Performance and Audit Committee
- (d) Members of the Succession Planning Committee

Councillor Fullarton, seconded by Councillor Edgar, proposed Councillor Edgar as Chairperson of the Partnership.

Councillor Dempsey, seconded by Councillor Ferguson, proposed Councillor Davidson as Chairperson.

There followed a vote, which, after application of weighting, gave Councillor Edgar 20 votes and Councillor Davidson 5 votes.

Decision

The Board appointed Councillor Edgar as Chairperson of the Partnership, following which, Councillor Edgar took the Chair.

After discussion the Board agreed to appoint two Deputy Chairpersons for the time being.

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The Board appointed the following Deputy Chairpersons:

Councillor Davidson (proposed Councillor Ferguson, seconded Councillor Dempsey)

Councillor Macinnes (proposed Councillor Gardner, seconded Councillor Macinnes).

The following members of the Performance and Audit Committee were appointed, with the Secretary delegated to write to East and West Lothian Councils for their nominee:

Sandy Scotland, Councillor Gardner, Councillor Murtagh, Councillor Dempsey, Councillor Imrie, Councillor Fullarton, Councillor Lee, Doreen Steele, John Martin, and Barry Turner.

Councillors Ferguson and Doran were appointed to the Succession Planning Committee to serve along with Councillor Edgar as Chair.

A5 MINUTES

(a) Partnership Board – 2nd March, 2017

Decision

The Board approved the minute. Arising under the minute, Charles Anderson raised the issue of the Forum meetings, and the Chair confirmed that this would be the subject of a report to the next meeting, subject to there being certainty on NTS2 and the Planning Bill.

(b) Succession Planning Committee – 29th March, 2017

Decision

The Board approved the minute.

(c) RTP Chairs – 9th March, 2017

Decision

The Board approved the minute.

(d) Chief Officers' Liaison Group – 25th May, 2017

Decision

The Board approved the minute.

A6. LEGAL OFFICER'S REPORT – REVIEW OF GOVERNANCE DOCUMENTS.

The Secretary and Legal Adviser spoke to the report, which provided an update on the review of the governance documents of the Partnership and proposed a new Governance Scheme for SEStran.

Decision

The Board agreed:-

- (i) the proposed amendment of standing orders outlined at Appendix 2 to be tabled for adoption at the September Meeting; and
- (ii) the proposed Governance Scheme for SEStran consisting of standing orders, list of committee powers, list of officer powers, financial rules, contract standing orders, and corporate procurement policy, as set out in the report and its appendices.

A7. BOARD APPOINTMENTS

The Board considered a report by George Eckton, Partnership Director and Andrew Ferguson, Secretary, providing an update on progress with the appointment to the current Non-Councillor Members vacancies on SEStran's Board.

Decision

The Board:-

- (i) appointed Kerra McKinnie and Gordon Mungall as formal Board Observers;
- (ii) noted the update on the advertisement of Board vacancies; and
- (iii) noted the inclusion of SEStran and other Regional Transport Partnerships in the draft Gender Representation of Public Boards (Scotland) Bill and the legal duties of SEStran that will follow Royal Assent in 2018.

A8. UNAUDITED FINANCIAL STATEMENT OF ACCOUNTS 2016/17

(a) Unaudited Financial Statement of Accounts 2016/17

The Board considered a report by Iain Shaw and Hugh Thomson presenting the unaudited Annual Accounts for the year ended 31st March, 2017.

Decision/

Decision

The Board noted:

- (i) the unaudited Annual Accounts for 2016/17 were submitted to the Partnership's external auditors by the required date of 30th June, 2017; and
- (ii) that the Annual Accounts, incorporating the Auditor's report, would be presented to the Performance and Audit Committee and Partnership Board in September, 2017.

(b) Treasury Management Annual Report 2016/17

The Board considered a report by Hugh Dunn, Treasurer providing an Annual Treasury Report for the financial year 2016/17.

Decision

The Partnership noted the Annual Report for 2016/17.

(c) Internal Audit Annual Report 2016/17

The Board considered a report by Hugh Dunn, Treasurer highlighting the work carried out by Internal Audit for the Financial Year 2016/17.

Decision

The Partnership noted:-

- (i) the contents of the report; and
- (ii) the Draft Annual Governance Statement contained in Appendix 2.

A9. SESTRAN BRAND

The Board considered a report by Keith Fiskin, Business Partner noting a name change and rebranding of the partnership.

Decision

After a discussion, the Board agreed that there was support for the need to change and the need for a strong brand, but that it wanted the opportunity to discuss matters further. Accordingly, the issue would be discussed again at the Members' induction meeting, and thereafter at a subsequent meeting of the Board. In the meantime, no further spend should be undertaken on the proposed brand identities.

A10./

A10 NEW MEMBER INDUCTION

The Board considered a report by Angela Chambers, Business Support Manager and Andrew Ferguson, Secretary informing Members of the proposals for induction and training to be offered to all members of the Partnership.

Decision

Following earlier discussion, the Board agreed that an induction session take place on the morning of the next Board meeting on 22nd September, with the Board taking place after the session. It was agreed that the session should focus on key concepts of SEStran's aims and objectives, and should include a discussion on brand identity, as discussed at the previous item.

A11. DRAFT ANNUAL REPORT 16/17

The Board considered a report by Sophie Pugh, Undergraduate Technical Officer providing a draft copy of the text proposed to provide the basis of SEStran's Annual Report 2016/17.

Decision

The Board approved the Annual Report 16/17 for publication, and congratulated Sophie Pugh on its readability.

A12. REGIONAL TRANSPORT STRATEGY UPDATE

The Board considered a report by George Eckton, Partnership Director, Jim Grieve, Head of Programmes and Angela Chambers, Business Manager providing an update on the Regional Transport Strategy.

Decision

The Board noted the report, and agreed to a further mid-point review report being undertaken in December 2017.

A13 PROJECTS REPORT

The Board considered a report by Jim Grieve, Head of Programmes and Catriona MacDonald, Project Officer providing an update on key aspects of projects and initiatives progressed in the last quarter.

Decision

The Board:-

- (i) noted the contents of the report; and

(ii)/

- (ii) agreed the authorisation of the Partnership Director to award grant to fund successful sustainable and active travel projects, as outlined in the report.

A14 SERVICE LEVEL AGREEMENTS

The Board considered a report by George Eckton, Partnership Director relating to SEStran's current agreements (SLAs) with constituent councils for services.

Decision

The Board:-

- (i) noted the forthcoming change of SLA provider to SEStran for clerking and legal services provided by Fife Council; and
- (ii) agreed that a further paper will be tabled to the September, 2017 meeting outlining options for decision, delegating to the Partnership Director in consultation with the Secretary to take all necessary action to ensure continuity of service.

A15. CLIMATE CHANGE BILL

(a) Climate Change Bill

The Board considered a report by Catriona Macdonald, Projects Officer outlining the proposals for a new Climate Change Bill, which will amend only those parts of the 2009 Climate Change (Scotland) Act that relate to emission reduction targets and associated reporting duties.

Decision

The Board noted the terms of the current Climate Change Bill, and that comments should be fed back to the Projects Officer in advance of the September Board meeting.

(b) Socio-Economic Duty

The Board considered a report by George Eckton, Partnership Director introducing the Socio-Economic Duty in Scotland.

Decision

The Board:-

- (i) noted the report; and

(ii)/

- (ii) agreed to delegate to the Partnership Director, in consultation with the Chair, to respond to the consultation by 12th September, following the opportunity for further discussion with the RTP Chairs on 22/23 August.

(c) Places, People and Planning Position Statement

The Board considered a report by George Eckton, Partnership Director considering the Position Statement in subject to consultation.

Decision

The Board:-

- (i) noted the current Planning People and Places Position Statement consultation;
- (ii) noted the update provided on the Enterprise and Skills Review Model, 3, City Deal; and
- (iii) noted the submission under delegated powers of a response to the NTS2 Research and Evidence Working Group Call for Evidence.

(d) Improving Parking in Scotland

The Board considered a report by Sophie Pugh, Undergraduate Technical Officer regarding the review of parking in Scotland.

Decision

The Board noted the current Parking consultation, and provided comments for inclusion in the response.

A16. AOCB

Charles Anderson raised the issue of attendance at the Confederation of Passenger Transport Conference, which he had attended as Chair of the Bus Forum in 2014 and 2015. The Conference was due to take place on 1st and 2nd November. Delegate cost was £450.

The Partnership Director indicated that, to ensure best value was achieved for the total training budget of £3000, he had already distributed a skills audit questionnaire to non-councillor members, and would now do so to elected members.

Decision/

Decision

The Board agreed that a report on the matter should be submitted to the September meeting.

A17. DATES OF FORTHCOMING MEETINGS

The Board noted the dates of the forthcoming meetings, as per the agenda.
