

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP****12 SEPTEMBER 2017****2017/18 REVENUE BUDGET AND MONITORING****JOINT REPORT BY DIRECTOR AND TREASURER**

This report provides a monitoring update on Revenue expenditure and seeks the Partnership's approval of a revised 2017/18 Revenue Programme.

**1 RECOMMENDATIONS**

1.1 That the Partnership :-

- (i) notes the position regarding Core Revenue expenditure as at 31 July 2017 as detailed in Appendix A; and
- (ii) notes progress on the 2017/18 RTS Revenue Programme and related expenditure as discussed in sections 3.3 - 3.45 of the report and detailed in Appendix B;

**2 BACKGROUND**

- 2.1 At its meeting on 6 December 2016 the Partnership approved a Core Revenue Budget for financial year 2017/18 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2017/18 Revenue Budgets (Report RTP/16/38 refers). At that time the Partnership also noted an anticipated Scottish Government Grant in Aid award of £522,750 in 2017/18, maintaining the current annual level of Grant in Aid funding.
- 2.2 At its meeting on 14 March 2017 the Partnership noted the Partner Councils' approval of requested Revenue contributions towards the approved 2017/18 Core Budget and confirmed award of Scottish Government Grant in Aid of up to £522,750 in 2017/18. At the same meeting the Partnership approved an initial 2017/18 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2017/18 RTS Programme at its next meeting (Report RTP/17/05 refers).
- 2.3 At its meeting on 13 June 2017 the Partnership approved a revised 2017/18 RTS Revenue Programme and received a monitoring update on general Revenue expenditure (Report RTP/17/14 refers). At this meeting Councillor Bailey requested information on usage of Tactran's Liftshare and GoToo websites and the Travelknowhow Scotland website. This information is included in the relevant sections of this report.

### **3 DISCUSSION**

#### **2017/18 Core Revenue Budget**

- 3.1 The approved Core Budget and expenditure to 31 July 2017 and projected expenditure to the financial year end are shown in Appendix A.
- 3.2 At this stage in the financial year the outturn spend is currently projected to be on budget. The approved budget accommodates provision for previously approved revisions to the Partnership's management and staffing structure and further proposed revisions, as discussed in a separate report on Partnership staffing to this meeting.

#### **2017/18 RTS Revenue Programme**

- 3.3 The approved 2017/18 RTS Revenue Programme of £279,373 comprises Scottish Government Grant in Aid totalling £212,369 plus £67,004 Deferred Income. This is supplemented by additional Transport Scotland Grant in Aid funding of up to £30,000 to support the ongoing maintenance and further promotion and development of the Travelknowhow Travel Planning website across Scotland during 2017/18.
- 3.4 RTS programme expenditure to 31 July 2017 and projected expenditure to the financial year end is shown in Appendix B. Progress on individual elements of the RTS Revenue programme is outlined below.

#### **Development of RTS and Delivery Plan (£8,000)**

- 3.5 This provision allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy.
- 3.6 To date £850 expenditure has been incurred and a further £1,335 has been committed under this budget heading.

#### **Strategic Connectivity (£50,000)**

- 3.7 The review of the National Transport Strategy (NTS) and Strategic Transport Projects Review (STPR) are being progressed during 2017/18. In addition, emerging City Deals for the Tay Cities and Stirling and Clackmannanshire city-regions identify a number of strategic connectivity priorities which it is envisaged the Partnership will have a key role in supporting during the months and years ahead, including the development of a Regional Transport Model for the Tay Cities region.
- 3.8 This provision allows for contributing to and supporting anticipated development work on progressing strategic connectivity priorities and proposals through the review and updating of the NTS/STPR and emerging City Deals.

- 3.9 Work is continuing on developing a Regional Transport Model for the Tay Cities Region, which can be utilised to support development of transport projects included in the Tay Cities Deal proposals; NTS review and related STPR update; Tactran and SEStran Regional Transport Strategies and Delivery Plans; Strategic and Local Development Plans and other Constituent Council transport strategies and projects. The work is being taken forward by Tactran, Tay Cities Deal, Angus, Dundee City, Fife and Perth & Kinross Councils, in partnership with Transport Scotland.
- 3.10 It has been agreed by all partners involved that the procurement for developing the Tay Cities Regional Model should commence with the aim of having a Regional Model delivered by end of 2018/19 to enable its use to inform and influence the STPR update and Tay Cities Deal Connected Tay Transport proposals.
- 3.11 Work undertaken to date has estimated the cost of procuring and developing the Tay Cities Regional Model, including data collection and audit, as up to £350,000 with ongoing maintenance estimated at £50,000 per annum. Tactran, Tay Cities Deal and constituent Council officers and Transport Scotland officials have agreed in principle that Transport Scotland will fund 50% of the costs, with Tactran and other Tay Cities partners funding 50%.
- 3.12 In discussion with Tay Cities Deal and partner Council officers it has been agreed in principal that, over financial years 2017/18 and 2018/19, Tactran will seek to provide up to £105,000, with Tay Cities Deal and partner Councils providing £70,000 over the same period.
- 3.13 It is therefore intended that Tactran will provide up to £50,000 in 2017/18 and £55,000 in 2018/19.
- 3.14 Tactran officers are also providing support to Stirling Council in progressing the transport elements of the Stirling and Clackmannanshire City Deal, in consultation with SEStran and Clackmannanshire Council.
- 3.15 To date £50,000 has been committed under this budget heading.

#### Health & Transport (£22,000)

- 3.16 This allocation includes a recurring provision of £10,000 to support continued development of locally relevant Health & Transport Action Plans through Community Planning Partnerships (CPPs). This work is supported by the appointment of consultants who have provided ongoing specialist support and advice, as required, on development of the Health & Transport Framework and associated CPP-relevant Action Plans. During the current year work will focus specifically on ensuring continued alignment with and supporting relevant local outcomes within emerging Locality Outcome Improvement Plans (LOIPs).

- 3.17 In addition, this allocation makes provision for an annual contribution of £12,000 towards road safety campaigns in all four partner Council areas, in support of CPP Community Safety Plans.
- 3.18 Discussions have commenced regarding providing Liftshare and My PTP (Personalised Travel Plans) with NHS Forth Valley, and updating the Liftshare and My PTP scope at NHS Tayside.
- 3.19 To date £12,000 has been committed under this budget heading.

Active Travel (£90,000)

- 3.20 This allocation includes provision for full year costs of up to £42,000 associated with appointment of the embedded Active Travel Officer in partnership with Sustrans, plus a contribution of up to £18,000 towards the continued appointment of the Regional Cycle Training & Development Officer, in partnership with Cycling Scotland. The proposed budget also allows for a continued contribution of up to £10,000 towards annual cycle campaigns and promotions, in partnership with Cycling Scotland and Councils.
- 3.21 The budget includes £20,000 deferred income contribution towards the programme of Active Travel Audits. As discussed in a separate report to this meeting Phase 1 of the Active Travel Audits, which reviewed existing and promoted improved Active Travel networks at 8 main settlement areas within the Tactran region, has now been completed. This phase which was funded jointly by Tactran, Angus, Dundee City and Perth & Kinross Councils, also utilised £25,000 Capital funding from Sustrans 2016/17 Community Links grant to Tactran. The second phase of the Active Travel Audits programme will commence later in 2017/18, as discussed in a separate report.
- 3.22 To date £6,441 expenditure has been incurred and a further £77,841 has been committed under this budget heading.

Travel Planning (£22,500)

- 3.23 This allocation allows for recurring costs of approximately £10,000 for maintaining the Tactran Liftshare website and other travel planning resources, plus an allowance of up to £10,000 to support other Travel Planning and Sustainable Travel Grant Scheme initiatives and projects. The budget also includes £2,250 deferred income contribution towards promotion of the Travelknowhow Scotland website.
- 3.24 Tactran Liftshare membership has steadily grown from under 1,000 members when it was first introduced in 2007 to over 4,600 members today. It is estimated over this period that there has been:
- £357,000 in cost savings to members
  - 720 Tonnes CO<sub>2</sub> reduction
  - 3,663,000 road miles saved.

- 3.25 Transport Scotland has agreed to provide continuation funding to support the Travelknowhow Scotland Travel Planning website and has provided an additional £30,000 Grant in Aid to Tactran to support the ongoing maintenance and further promotion and development of Travelknowhow Scotland during 2017/18.
- 3.26 Travelknowhow Scotland provides organisations across Scotland with Travel Planning resources and advice. Following on from the success of Tactran Travelknowhow, Travelknowhow Scotland was launched in September 2016 and by the end of July 2017 has 181 individuals registered representing 130 organisations across Scotland, with 68 individuals registered within the Tactran area, representing 46 organisations.
- 3.27 To date Tactran has allocated £2,650 match funding through its Sustainable Travel Grant Scheme to Stirling University to update its existing travel plan and establish a private Liftshare scheme and purchase My PTPs.
- 3.28 To date £1,350 expenditure has been incurred and a further £42,448 has been committed under this budget heading.

#### Buses (£5,000)

- 3.29 This allocation provides for maintenance and potential development of the regional Thistle Assistance Card and other potential bus support initiatives, including a contribution, along with other RTPs, towards potential research into barriers to bus use, in partnership with Transport Focus.
- 3.30 To date there has been no expenditure commitment under this budget heading.

#### Park & Ride

- 3.31 As previously reported, it is anticipated that Park & Ride/Choose proposals and priorities around Dundee, Perth and Stirling, as identified in the RTS and Park & Ride Strategy, will now be taken forward through the Tay Cities and Stirling and Clackmannanshire City Deals. Consequently no specific budgetary provision for Park & Ride has been allocated in 2017/18.

#### Rail (£10,000)

- 3.32 This allocation provides for further development and promotion of the Tay Estuary Rail Strategy and related regional and local rail service and infrastructure enhancements and priorities, working with the rail industry, Transport Scotland, partner Councils and neighbouring RTPs, including supporting implementation of the Revolution in Rail 2018 proposals, which will introduce 200 additional new services every day, providing 20,000 more seats, 39 additional carriages and significant journey time improvements across Scotland and are scheduled to be phased in between May 2018 and May 2019.

3.33 A presentation is to be given by the ScotRail Alliance regarding Revolution in Rail 2018 proposals and phasing of service improvements between May 2018 and May 2019.

3.34 To date there has been no expenditure commitment under this budget heading.

Freight (£5,000)

3.35 This allocation provides support towards development and implementation of Regional Freight Quality Partnership initiatives and priorities, including an ongoing contribution supporting the Stirling & Tayside Timber Transport Group's continued appointment of a Timber Transport Officer and a £2,000 match funding contribution towards feasibility of a Sustainable Urban Logistics Plan (SULP) for Stirling.

3.36 To date £1,167 expenditure has been incurred and a further £2,000 has been committed under this budget heading.

Travel Information Strategy (£5,000)

3.37 This allocation allows for maintenance and ongoing development of the [www.gotoo.com](http://www.gotoo.com) multi-modal travel information website.

3.38 Since its launch in June 2015, the GoToo website has had over 15,000 sessions and is currently averaging between 400 and 500 session per month.

3.39 To date £3,000 expenditure has been incurred under this budget heading.

Climate Change

3.40 Tactran's Transport Carbon Assessment, [Stage 2 Report](#) (June 2013) identifies 6 key priority mitigation areas where Tactran has significant potential to contribute to or support reduction in transport carbon emissions, as follows: low carbon vehicles and infrastructure; eco-driving; Travel Planning; supporting road based public transport; supporting rail improvements; influencing travel demand and behaviour.

3.41 Many of these are cross-cutting and the budget allocations under Health and Transport, Active Travel, Travel Planning, Buses and Rail will contribute towards achieving Tactran's Climate Change duties. In addition Tactran is involved in partnership with other stakeholders on projects to promote low carbon vehicles and infrastructure and eco-driving, without having a financial commitment.

3.42 No financial allocation is directly allocated to this budget heading, but Climate Change contributions are being pursued under other budget headings and with partner organisations.

### Contingency (£62,123)

- 3.43 This budget is available to accommodate other emerging Revenue costs and priorities including continuation of the Active Travel Audits programme, NHS Liftshare and My PTP initiatives and further potential support to emerging City Deals proposals.
- 3.44 As noted in a separate report on Active Travel Audits to this meeting, phase 2 of this programme will commence later in 2017/18. The total contract value is £164,000 with expenditure on phase 1 being up to £84,100, leaving a balance of £79,900 required to finance phase 2. Sustrans is providing match funding for phase 2 and there is just over £10,000 allocated to this from the Active Travel budget, resulting in up to £30,000 being required from Contingency for phase 2 of the Active Travel Audit programme.
- 3.45 To date £30,000 has been committed under this budget heading.

## **4 CONSULTATIONS**

- 4.1 The report has been prepared in consultation with the Transportation Officers Liaison Group, Public Transport Officers Liaison Group and Chief Officers Liaison Group.

## **5 RESOURCE IMPLICATIONS**

- 5.1 The main resource implications are addressed within the report.

## **6 EQUALITIES IMPLICATIONS**

- 6.1 This report has been screened for any policy implications in respect of Equality Impact Assessment and no major issues have been identified.

**Eric Guthrie**  
Director

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Treasurer

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## **NOTE**

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing this Report.

Report to Partnership RTP/16/38, 2017/18 Core Revenue Budget, 6 December 2016

Report to Partnership RTP/17/04, 2016/17 Revenue Programme and Monitoring, 14 March 2017

Report to Partnership RTP/17/05, 2017/18 Revenue Budget and Programme, 14 March 2017

Report to Partnership RTP/17/14, 2017/18 Revenue Budget and Programme, 13 June 2017



**Tactran Income and Expenditure Account**  
**Revenue**  
**2017/2018**  
**Detailed Statement - Core**

Appendix A

<b>Income</b>	<b>Budget</b>	<b>Actuals to 31</b>	<b>Projected</b>	<b>Variance to</b>
	<b>£</b>	<b>July 2017</b>	<b>Outturn</b>	<b>Budget</b>
	<b>£</b>	<b>£</b>	<b>2017/2018</b>	<b>£</b>
			<b>£</b>	<b>£</b>
Scottish Government Grant Revenue Receive	310,381	223,000	310,381	-
Deferred Income		0	-	-
Council Req's Revenue Rec'd	103,020	33,071	103,020	-
Interest Received	-	0	-	-
Other Income	2,230	333	2,230	-
	<b>415,631</b>	<b>256,404</b>	<b>415,631</b>	<b>0</b>
<b>Expenditure</b>				
<u>Staff Costs</u>				
Salary GP	250,815	41,650	250,815	0
Salary Supn	42,640	7,080	42,640	0
Salary NI	27,896	4,622	27,896	0
Training/Conferences	1,200	395	1,200	0
Subscriptions	330	50	330	0
	<b>322,881</b>	<b>53,797</b>	<b>322,881</b>	<b>0</b>
<u>Property Costs</u>				
Energy	4,800	611	4,800	0
Cleaning	2,000	(350)	2,000	0
Maintenance	1,000	0	1,000	0
Rent	13,400	6,071	13,400	0
Rates	5,985	0	5,985	0
	<b>27,185</b>	<b>6,331</b>	<b>27,185</b>	<b>0</b>
<u>Supplies and Services</u>				
Office Consumables	4,125	1,400	4,125	0
Communications	3,500	437	3,500	0
Insurance	6,140	3,614	6,140	0
Information Technology	1,000	0	1,000	0
Hospitality	700	390	700	0
Board Expenses - misc.	1,000	0	1,000	0
	<b>16,465</b>	<b>5,841</b>	<b>16,465</b>	<b>0</b>
<u>Transport Costs</u>				
Travel and Subsistence	2,000	498	2,000	0
Public Transport	2,200	344	2,200	0
Expenses - Board Members	1,000	186	1,000	0
	<b>5,200</b>	<b>1,027</b>	<b>5,200</b>	<b>0</b>
<u>Third Party Payments</u>				
Audit Fees External	9,900	(3,273)	9,900	0
PKC Finance Service	14,000	0	14,000	0
PKC Secretariat Service	8,000	0	8,000	0
Other Third Party Payments	12,000	139	12,000	0
	<b>43,900</b>	<b>(3,134)</b>	<b>43,900</b>	<b>0</b>
Gross Expenditure	<b>415,631</b>	<b>63,862</b>	<b>415,631</b>	<b>0</b>
Net Expenditure	<b>0</b>	<b>(192,543)</b>	<b>0</b>	<b>0</b>

**Tactran Income and Expenditure Account**  
**Revenue**  
**2017/2018**  
**Detailed Statement - RTS**

Appendix B

	<b>Approved Budget</b>	<b>Actuals to 31 July 2017 £</b>	<b>Committed 2017/2018 £</b>	<b>Projected Outturn 2017/2018 £</b>	<b>Variance to Budget £</b>
<b>Income</b>					
Scottish Executive Grant Revenue Received	212,369		-	212,369	0
Deferred Income	67,004			67,004	0
Other Income - Transport Scotland - Travelknowhow		-	30,000	30,000	30,000
	<b>279,373</b>	<b>-</b>	<b>30,000</b>	<b>309,373</b>	<b>30,000</b>
<b>Expenditure on Projects</b>					
2016/2017 Accruals	-	371	(371)	0	0
Development of RTS & Delivery Plan	8,000	850	1,335	8,000	0
Strategic Connectivity	50,000	-	50,000	50,000	0
Health and Transport	22,000	-	12,000	22,000	0
Active Travel	90,000	6,441	77,841	90,000	0
Travel Planning	22,250	1,350	42,448	52,250	30,000
Buses	5,000	-	-	5,000	0
Park & Ride	-	-	-	0	0
Rail	10,000	-	-	10,000	0
Freight	5,000	1,167	2,000	5,000	0
Travel Information	5,000	3,000	-	5,000	0
Climate Change	-	-	-	0	0
Contingency	62,123	-	30,000	62,123	0
<b>Gross Expenditure</b>	<b>279,373</b>	<b>13,179</b>	<b>215,253</b>	<b>309,373</b>	<b>30,000</b>
<b>Net Expenditure</b>	<b>0</b>	<b>13,179</b>	<b>185,253</b>	<b>0</b>	<b>0</b>