

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

18 JUNE 2019

2019/20 BUDGET AND MONITORING

JOINT REPORT BY DIRECTOR AND TREASURER

This report provides a monitoring update on the Partnership's Revenue and Capital expenditure.
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1 RECOMMENDATIONS

1.1 That the Partnership :-

- (i) notes the position regarding Core Revenue expenditure as at 31 May 2019 as detailed in Appendix A;
- (ii) notes progress on and approves the 2019/20 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B and C; and
- (iii) notes progress on the 2019/20 Capital Programme and related expenditure as discussed within the report and detailed in Appendix D.

2 BACKGROUND

- 2.1 At its meeting on 18 December 2018 the Partnership approved a Core Revenue Budget for financial year 2019/20 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2018/19 Revenue Budgets (Report RTP/18/46 refers). At that time the Partnership also noted an anticipated Scottish Government Grant in Aid award of £522,750 in 2019/20, maintaining the previous annual level of Grant in Aid funding.
- 2.2 At the same meeting the Partnership agreed that any underspend in Core and Revenue Programme funding be carried forward as Deferred Income to supplement the 2019/20 Revenue Budget Programme (Report RTP/18/45 refers).
- 2.3 At its meeting on 19 March 2019 the Partnership noted the Partner Councils' approval of requested Revenue contributions towards the approved 2019/20 Core Budget and confirmed award of Scottish Government Grant in Aid of up to £522,750 in 2019/20. At the same meeting the Partnership approved an initial 2019/20 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2019/20 RTS Programme at its next meeting (Report RTP/19/10 refers).

- 2.4 At its meeting on 19 March 2019 the Partnership was informed that it was anticipated that a minimum allocation of £100,000 for the Active Travel Grant scheme would be provided to Tactran by Sustrans during the 2019/20 financial year (Report RTP/19/10 refers).
- 2.5 At the same meeting the Partnership was given an update on progress with a £133,400 allocation of Capital grant funding by Transport Scotland through the Regional Active Travel Development Fund which is due to be completed by end of June 2019, in partnership with SEStran who are also providing £46,600 to the project. In addition, the Partnership was informed of additional Active Travel Grant funding provided by Transport Scotland to deliver further Active Travel projects by end of June 2019 (Report RTP/19/07 refers).

3 DISCUSSION

2018/19 Core Revenue Budget

- 3.1 The approved Core Budget and expenditure to 31 May 2019 and projected expenditure to the financial year end are shown in Appendix A. At this early stage in the financial year the outturn spend across the various budget headings is projected to be on budget.

2018/19 RTS Revenue Programme

- 3.2 At its meeting on 19 March 2019, the Partnership approved an initial 2019/20 Regional Transport Strategy (RTS) Revenue Programme based on a budget of £163,808 provided from the balance of Scottish Government Grant in Aid and other anticipated income (Report RTP/19/10 refers).
- 3.3 As reported separately to this meeting, the Unaudited Accounts for 2018/19 include a final Deferred Income amount of £28,974 to supplement the 2019/20 RTS Revenue budget. This provides a revised budget of £167,577 available to fund RTS implementation work this financial year. In addition other income of £397,286 as outlined in Appendix B has been secured to supplement the RTS Revenue budget.
- 3.4 RTS programme expenditure to 31 May 2019 and projected expenditure to the financial year end is shown in Appendix C. Progress on individual elements of the RTS Revenue programme are outlined below.

Development of RTS and Delivery Plan (£9,500)

- 3.5 This provision allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy. It also includes for costs for a graduate placement shared with Perth & Kinross Council, HR support and promotion of Tactran, as outlined in the Digital Marketing Strategy.

- 3.6 The graduate placement, Alec Low, resigned from his post at end of May 2019 to return to study for a Masters Degree. Although this has provided a savings in the budget heading, further monitoring and Digital Marketing Strategy provision for Tactran.gov website has resulted in a revised budget provision of £9,500, compared to the provisional £8,000 outlined at the Partnership meeting on 19 March 2019.
- 3.7 To date there has been £500 expenditure incurred with a further £5,328 committed under this budget heading.

Strategic Connectivity (£53,000)

- 3.8 This provision allows for supporting Regional Transport Working Groups and City Deals for the Tay Cities and Stirling & Clackmannanshire city-regions, which it is envisaged the Partnership will have a key role in supporting during the months and years ahead, and for inputting to and influencing the ongoing review of the National Transport Strategy (NTS) and the related review and updating of the Strategic Transport Projects Review (STPR).
- 3.9 The Partnership has previously contributed a total of £105,000 towards the costs of developing the Tay Cities Regional Transport Model in partnership with the Tay Cities Deal Councils and Transport Scotland. It is anticipated that a further £25,000 will be required in 2019/20 to complete the model development.
- 3.10 In addition Tactran commissioned York Aviation, to undertake a Tay Cities Aviation Study, to provide input into developing the Outline Business Case for Tay Cities Dundee Airport Investment project. Scottish Enterprise and Fife Council provided £7,000 each in 2018/19 towards the cost of the study with Tactran and Dundee City Council providing a £7,000 contribution each in 2019/20. The study is due to be completed by end of June 2019.
- 3.11 To date there has been £14,000 committed under this budget heading.

Health & Transport (£12,000)

- 3.12 This allocation provides for a recurring allocation of £12,000/annum towards the annual Safe Drive/Stay Alive road safety campaign in all four partner Council areas in support of Community Safety Plans.
- 3.13 Scottish Fire and Rescue Service lead on planning the Safe Drive Stay Alive events, but rely on funding support from Tactran, Local Authorities and NHS. In addition to direct financial support Local Authorities assist with booking and financing venues as well as transporting pupils from schools to venues.
- 3.14 To date there has been £12,000 committed under this budget heading.

Active Travel (£21,500)

- 3.15 This allocation includes provision for continued full year costs towards appointment of the embedded Regional Cycle Training & Development Officer in partnership with Cycling Scotland and also allows for a contribution for the multi-modal monitoring project, for which Tactran is also receiving £20,000 grant income from Paths for All Smarter Choices Smarter Places Open Fund. The multi modal monitoring project commenced in 2018/19 with partner Councils also contributing £10,000 through their monitoring budgets. Consultants, Systra, have been procured to arrange, manage and supervise the mode share surveys, with completion programmed for July 2019.
- 3.16 To date there has been £38,338 committed under this budget heading.

Travel Planning (£16,500)

- 3.17 This allocation allows for recurring costs of approximately £9,000 for development and maintenance of regional and local Liftshare websites, plus an allowance for a contribution to developing a Travelknowhow Scotland App and to support and encourage the development of Travel Planning initiatives.
- 3.18 As shown in Appendix B, this budget heading is supplemented by additional Scottish Government grant of up to £55,526 to support continued maintenance and development of the Travelknowhow Scotland travel planning website.
- 3.19 A further £48,500 is also being provided by Paths for All Smarter Choices Smarter Places Open Fund to develop a Travelknowhow Scotland App and pilot its use, with the RTP's providing £48,500 match funding, of which Tactran's contribution is £6,470. The project commenced in late March 2019, with completion programmed for November 2019.
- 3.20 Tactran has also been awarded £28,000 by Paths for All Smarter Choices Smarter Places Open Fund utilising the Liftshare licence fee investment within the region as match funding to create a promotional budget in order to raise awareness of the Liftshare platform across the region. Tactran is in discussion with Liftshare regarding taking forward this project programmed for completion in March 2020.
- 3.21 To date £35,500 expenditure has been incurred with a further £126,004 committed under this budget heading.

Buses (£1,000)

- 3.22 This allocation provides for maintenance and potential development of the regional Thistle Assistance Card.
- 3.23 To date £200 expenditure has been incurred under this budget heading.

Park & Ride (£8,000)

- 3.24 There are a number of initiatives that are considering how to best advance Park & Ride facilities in the Tactran region.
- 3.25 Tactran in partnership with Stirling Council has been successful in being awarded funding from Transport Scotland's Local Rail Development Fund to take forward an appraisal of Strategic Park & Ride at Stirling and as reported in another report to this meeting, this work is progressing and is programmed for completion by March 2020. In addition the Partnership's approval is being sought to bid for further funding from the Local Rail Development Fund to consider strategic Park & Ride at Dundee and Perth.
- 3.26 In addition, a Tay Cities Regional Transport Working Group has been formed to take forward regional priorities within the NTS/STPR and regionally and locally significant projects. As Park & Ride at Dundee and Perth are considered to be a priority for the Tay Cities region, it is considered that the Tay Cities Regional Transport Working Group will be well placed to take forward these Park & Ride proposals, together with other nationally and regionally significant projects that were not included in the Tay Cities Deal Heads of Terms, utilising the 2019/20 budget for Strategic Connectivity.
- 3.27 In order to assess the strategic benefits of Park & Ride and support the development of business cases, an £8,000 provision for Park & Ride has been made in 2019/20.
- 3.28 To date there has been no expenditure under this budget heading.

Rail (£3,000)

- 3.29 This allocation provides for ongoing membership by Tactran and partner Councils of the East Coast Mainline Authorities (ECMA) consortium.
- 3.30 In addition Scottish Government is providing Local Rail Development Fund grants for Stirling Strategic Park & Ride Study and Bridge of Earn Transport Appraisal with up to £113,030 and £83,200 available respectively in 2019/20 to complete the two appraisals.
- 3.31 To date £12,885 expenditure has been incurred under this budget heading.

Freight (£10,000)

- 3.32 The allocation provides for continuing support for Stirling and Tayside Timber Transport Group and other freight initiatives such as HGV mapping in consultation with the Regional Freight Quality Partnership.

3.33 Tactran officers have been in discussion with Lorry Route to provide HGV/LGV mapping to make compliant routing information for commercial vehicles available to haulage companies and businesses with HGV/LGV fleet throughout the Tactran region. The intention is to partner with Lorry Route to make this facility available in the Tactran region, through the Tactran.gov website and also provide a portal to report non-compliance. A presentation was provided by Lorry Route at the recent Tactran Freight Quality Partnership meeting on 23 May 2019 which was well received. It is therefore intended to partner with Lorry Route to provide this facility, with the cost in 2019/20 being £2,990 in 2019/20 and £1,200 per annum thereafter.

3.34 To date £2,690 expenditure has been incurred under this budget heading.

Travel Information Strategy (£15,500)

3.35 This provision allows for implementation of the travel information proposal contained within the Digital Marketing Strategy, as discussed in a separate report to this meeting, and in particular to support the Get on the Go social media campaign.

3.36 In addition an allowance has been made for the development of Mobility as a Service (MaaS) proposals for the region, in anticipation of a bid to the Scottish Government's £2m MaaS challenge fund, following the Tactran MaaS Event held on 5 June 2019.

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

Climate Change (£10,000)

3.38 This provision allows for the completion of a Regional Electric Vehicle Strategy commenced during 2018/19, in partnership with all 4 constituent Councils.

3.39 As reported to the Partnership meeting on 19 March 2019 (Report RTP/19/09 refers), specialist consultants Urban Foresight have been procured to develop a Regional Electric Vehicle Strategy for the region. Work commenced in February 2019 and is programmed for completion by September 2019. £20,000 expenditure was incurred in 2018/19, with a further £10,000 committed in 2019/20.

3.40 In addition, Tactran's Transport Carbon Assessment 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.

3.42 To date £10,000 has been committed under this budget heading.

Contingency (£7,577)

3.43 A revised contingency of £7,577, due to a variation in anticipated and actual deferred income, is available. It is proposed that this allocation is retained meantime as a general Revenue Budget contingency to accommodate other emerging priorities and opportunities.

3.44 The Partnership is asked to note progress on and approve the 2018/19 RTS Revenue Programme, as outlined above and detailed in Appendices B and C.

2018/19 Capital Programme

Regional Active Travel Development Fund

3.45 The RTPs were awarded grants by Transport Scotland for a Regional Active Travel Development Fund totalling £1m across the 7 RTPs with Tactran receiving £133,400 to take forward sections of the Regional Walking and Cycling Network (RWCN) to feasibility and design. Three sections of the RWCN were identified as a priority: Brechin to Montrose; Dunkeld to Blairgowrie and Stirling to Plean and 2020 Consultancy were procured and commenced in March 2019, with the work programmed to be completed by end of June 2019. Agreement has been made with Sustran over the continuation of the Stirling to Plean route to Forth Valley Royal Hospital and Larbert and Sustran are contributing up to a maximum of £46,600 to this work.

3.46 All RTPs have submitted proposals to Transport Scotland regarding a further additional Regional Active Travel Development Fund Capital allocation in 2019/20, with Tactran proposed allocation again being £133,400.

Additional Active Travel Grant

3.47 As reported to the Partnership meeting on 19 March 2019, Tactran officers were in discussion with Transport Scotland regarding additional Active Travel Grant. Tactran was subsequently awarded £233,300 to take forward 6 projects in Dundee City and Perth & Kinross. These projects are being taken forward in partnership with the Local Authorities and are programmed to be completed by end of June 2019.

Tactran Active Travel Grant

3.48 Tactran has secured a minimum allocation of £100,000 from Sustrans to take forward the Active Travel Grant (ATG) scheme in 2019/20. As noted in a separate report to this meeting, it is intended that the first round of the ATG will be targeted at Health and Further and Higher Education facilities.

3.49 The Partnership is asked to note progress on the 2018/19 Capital Programme, as outlined above and detailed in Appendix D.

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.

Tom Flanagan
Director

Scott Walker
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.

Reports to Partnership RTP/18/45, 2018/19 Budget and Monitoring, RTP/18/46 2019/20 Core Revenue Budget, 18 December 2018

Reports to Partnership RTP/19/07 Active Travel Progress Update, RTP/19/09 2018/19 Budget and Monitoring, RTP/19/10 2019/20 Budget and Programme, 19 March 2019

Tactran Income and Expenditure Account
Revenue
2019/20
Detailed Statement - Core

Appendix A

	Budget	Actuals to 31	Projected	Actual
	£	May 2019	Outturn	Variance to
Income	£	£	2019/20	Budget
			£	£
Scottish Government Grant Revenue Received	384,147	75,000	384,147	0
Deferred Income	-	-	-	0
Council Req's Revenue Rec'd	103,020	7,316	103,020	0
Interest Received	-	-	-	0
Other Income	2,230	-	2,230	0
	489,397	82,316	489,397	0
Expenditure				
<u>Staff Costs</u>				
Salary GP	313,869	26,230	313,869	0
Salary Supn	53,358	4,445	53,358	0
Salary NI	34,975	2,903	34,975	0
Training/Conferences	1,200	220	1,200	0
Subscriptions	330	45	330	0
	403,732	33,842	403,732	0
<u>Property Costs</u>				
Energy	4,290	965	4,290	0
Cleaning	2,000	41	2,000	0
Maintenance	500	-	500	0
Rent	13,400	5,620	13,400	0
Rates	-	-	-	0
	20,190	6,626	20,190	0
<u>Supplies and Services</u>				
Office Consumables	4,125	527	4,125	0
Communications	3,000	318	3,000	0
Insurance	5,800	3,803	5,800	0
Information Technology	200	123	200	0
Hospitality	700	422	700	0
Board Expenses - misc.	1,000	-	1,000	0
	14,825	5,193	14,825	0
<u>Transport Costs</u>				
Travel and Subsistence	1,800	196	1,800	0
Public Transport	3,500	334	3,500	0
Expenses - Board Members	1,000	0	1,000	0
	6,300	530	6,300	0
<u>Third Party Payments</u>				
Audit Fees External	9,900	-	9,900	0
PKC Finance Service	14,000	-	14,000	0
PKC Secretariat Service	8,000	-	8,000	0
PKC Legal Services	3,000	-	3,000	0
PKC IT Services	8,250	-	8,250	0
Other Third Party Payments	1,200	113	1,200	0
	44,350	113	44,350	0
Gross Expenditure	489,397	46,305	489,397	0
Net Expenditure	0	(36,012)	0	0

Core

Detailed Statement - RTS

Income	Revised Budget 2019/20 £	Third Party Contributions (Appendix B) £	Gross Budget £	Actuals to 31 May 2019 £	Committed 2019/20 £	Projected Outturn 2019/20 £	Projected Variance to Revised Budget £
Scottish Government Grant Revenue	138,603	-	138,603	-	-	138,603	-
Deferred Income	28,974	-	28,974	28,974	-	28,974	-
Third Party Contributions	-	397,286	397,286	42,030	185,941	397,286	397,286
	167,577	397,286	564,863	71,004	185,941	564,863	397,286
Expenditure on Projects							
Development of RTS & Delivery Plan	9,500		9,500	500	5,328	9,500	-
Strategic Connectivity	53,000	7,000	60,000	-	14,000	60,000	7,000
Health and Transport	12,000		12,000	-	12,000	12,000	-
Active Travel	21,500	20,000	41,500	-	38,338	41,500	20,000
Travel Planning	16,500	174,056	190,556	35,500	126,004	190,556	174,056
Buses Strategy	1,000		1,000	200	-	1,000	-
Park & Ride	8,000		8,000	-	-	8,000	-
Rail	3,000	196,230	199,230	12,885	-	199,230	196,230
Freight	10,000		10,000	2,690	-	10,000	-
Travel Information	15,500		15,500	-	-	15,500	-
Climate change	10,000		10,000	-	10,000	10,000	-
Contingency	7,577		7,577	-	-	7,577	-
Gross Expenditure	167,577	397,286	564,863	51,775	205,670	564,863	397,286
Net Expenditure	-	-	-	(19,229)	19,729	-	-

Tactran Income and Expenditure Account
Revenue
2019/20
Detailed Statement - Capital Grants

	Budget	Actuals to 30	Committed	Projected	Variance to
	£	April 2019	2019/20	Outturn	Budget
Income	£	£		£	£
Transport Scotland - Regional Active Travel Development Fund	133,400	133,400	-	133,400	-
SEStran - Regional Active Travel Development Fund Contribution	46,600	-	46,600	46,600	-
Transport Scotland - Additional Active Travel Grant	233,300	233,300	-	233,300	-
Sustrans - Tactran Active Travel Grant	100,000	-	-	100,000	-
	513,300	366,700	46,600	513,300	-
Capital Grant Expenditure					
Regional Active Travel Development Fund					
Walking & Cycling Feasibility Study	180,000	59,642	112,503	180,000	-
Additional Transport Scotland Active Travel Grant					
DCC - Active Travel Audit Work in Dundee City	5,300	5,300	-	5,300	-
DCC - North East Campus	30,000	30,000	-	30,000	-
Ninewells Hospital - Footway Upgrade	30,000	30,000	-	30,000	-
DCC - Wayfinding Information Signage	43,000	43,000	-	43,000	-
PKC Auchterarder Community School	35,000	35,000	-	35,000	-
PKC Old Gallows Road Link	90,000	-	90,000	90,000	-
Tactran Active Travel Grant	100,000	-	-	100,000	
Gross Expenditure	513,300	202,942	202,503	513,300	-
Net Expenditure	-	(163,758)	155,903	-	-